[G. R. S. 58]
Previous references.

I

File No. 46 of 14

1914.

Serial Nos. 1 to 6.

(E. A G.)

Later references.

Mily 38-16 (1-8)

P

p. 69 (2)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 to 6.

Part B for

SUBJECT.

Inspection of Military Secretary's office.

G.O. no 351-2 / E.A 46-14-6 dated the 26th August 19

Direct the audit of the accounts of the Military Secretary's office

authorising the Comptroller to entertain for the purpose an aud

on Rs 70 per mouth for a period of two months and orders the tran

of office funds of the Military Secretary from the Madras Bank

the Mysore Bank.

GPB—5,000—22-10-10

2

G.R.S. 11] 1914.

GENERAL AND REVENUE SECRETARIAT.

(E. A)

NOTES.

File No. 46-14

FILE HEADING.

Inspection of Military Secretary's office.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15 6-12

P.T.O

3

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

1 According to the revised programme (copy herewith sent — the original has been submitted to the Dewan) the offices of the Chief Commdt and the Military Secretary have to be visited during this month, for the purpose of ascertaining the system of working obtaining in them. As the month is drawing to a close, I would request instructions (pending orders on the programme generally) whether I may visit the offices now or should postpone the work.

MLL
25/11/14

Secretary) 2
Dewan) 3 The Secretary may decide this question himself

Dewan 27/11

MLL 27/11

4 28.11.14 RO
Please give effect to this programme. If do. communicate staff-mg Knowing be brought up to me the fact to the heads of the Dept. concerned

Dewan 28

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

2923
27-11-14

GPB—50,000—29-6-14

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

5 A Draft. D.O. letter to Lt Col Jones is put up

Secretary) 28/11/14

6

Under the orders of the Extraordinary Member Mr Madhava Rao has already visited the office of the C.C. & furnished a Note. But this visit was conducted from the standpoint of only the need for revision. The proposed task is more comprehensive and will be undertaken in execution of the programme of work of the Efficiency Audit Branch. Hence I propose to issue the accompanying D.O. to the officers concerned, if approved

Extraordinary Member

30/11

7 approved.

30.11.14.

1/12

To Lt. Col. Jones, Military Secy. to H.H. and Army Director-General

D.O. 199 dt 1/12/14

Intimate that Mr Audit Secy Mr N. Madhava Rao has been asked to acquaint himself with and report

8 1

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

3

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

on the work of the offices of the Military Secy and the Chief Commandant and requests him to provide all facilities to Mr Madhava Rao.

8 I beg to submit the accompanying note on the system of work in the Military secretary's office, which I visited last month as ordered.

Secretary) 12/1/15

9 The Note is interesting and I agree with all the conclusions reached by Mr Madhava Rao.

10 After obtaining the remarks of the Military Secy, on the Note, orders may issue on all points that seem accurate.

11 A draft letter to the Comptroller to arrange for the audit of the Military Secy's office and to favour Govt with his opinion in regard to the suggestions made concerning accounts is put up.

Approving Member) 13/1

12 Draft put up is approved. Action as suggested by Genl. Secy may be taken. 6.2.15.

13 Draft may issue on 8/2. The Note may be forwarded to the Mil. Sec. for favour of remarks. 10/1

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000 -29-6-14

G.R.S. 13]

4 6

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

14

The draft will issue if approved by Dewan.

Dewan 10/2

Dewan

5399
10-2-15

15

Draft approved by Dewan

13.2.15

16 Issue early Dewan 13/2

Sl 2

To The Comptroller
Mysore Govt
Bangalore

No 408/E.A dt 16.2.15

Forwards the note of inspection of Mily Secretary's office held by Mr. Madhavarao for favour of opinion on the suggestions.

Sl 3.

To The Mily: Secy to H.H.

No: 409/E.A. dt 16.2.15

Forwards copy of the above and copy of the note is also forwarded for favour of remarks.

Sl 4.

From The Mily: Secy to H.H.

Letter No: 3956/42 of 14-15 dt 12.4.15.

forwarding memo of his remarks on the points raised in the inspn: note of his office by the Efficiency audit officer.

17 The copy of the inspection note sent to the military

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—20,000—23-12-13

G.R.S. 13]

5 7

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Secy has not been received. The Branch copy is put up. Subd.
Nepl
14/4/15 18

Insert Col Jones' remarks in the margin of the original note in quotation marks - Also put up order saving increased establishment to the office temporarily - with file - The papers to be sent up to me on receipt of Comptr's opinion
NM
15/4

Nepl
15/4/15

19:
Will be attended to. In the meanwhile a draft to the Secy: requesting the return of the copy of insp: notes sent to him is subd.
Nepl
16/4

20 Issue
NM
16/4

To the Secy: Secy to W.D.
18: 574 of 17.4.15 asking for the return of the inspection notes of the Efficiency Audit Officer

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—30,000—23-12-13

G.R.S. 13]

6 8

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

8/5

From The Comptr: to Govt:
Letter No: L.A.D 974 dy 6-5-1915
forwarding a note prepared by
Mr B.S. Venkataraiengar Offr:
in charge of A. Audit Deptt: and
stating that he agrees with that
offr's remarks made in paras
4 & 6 of the note and that an addl:
hand on a pay of Rs 70/- may be
sanctioned for a period of 2
months in the 1st instance,
if the audit of the accts is ordered
by Govt.

A Statement showing in
juxta position this office note,
remarks of the mily secy & re-
-marks of the Comptr: will
be prepared. ~~and~~ The order
sanctioning addl: temporary
establt to the office is put up.

Flag R.

Subd
MGR
12/5/15. 22

Early. The Statement
should be very brief -

MGR
12/5

MGR
12/5

Letter No: 4405/142 of 14.15. dy 11.5.15 from
the mily secy returning the insp:
notes of the Efficiency audit offr:

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—20,000—23-12-13

7 2

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

23

The remarks of the unit secy and extracts from the note of asstt comptr: in charge of Local audit deptt: together with comptr's opinion are noted against the respective paragraphs of the draft (office) copy of the inspection notes.

Filed

25/5.

× Flag Y.

⊗ Flag Z

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

8 10

Serial No.

24 As regards the audit of the accounts, both the Comptroller and the Military Secretary agree that such audit is necessary. The Comptroller proposes that an auditor on Rs 70 per mensem may be sanctioned for a period of two months. To this there seems to be no objection.

25 As regards the improvements suggested in the form of the accounts, the Comptroller suggests that the decision of the question may lie over till the accounts are audited. This advice may, I think, be accepted.

26 Both the Comptroller and the Military Secretary agree that the office cash should be transferred from the Madras Bank to the Mysore Bank.

27 In regard to the system of correspondence and filing, the Military Secretary thinks, if I correctly understand his view, that no change should be made unless an additional establishment is given to him. The want of establishment is in fact the refrain of his letter on every point. Latterly three temporary clerks have been sanctioned for the office, and these perhaps would be found sufficient to cope with the additional work (and the amount of such work is much exaggerated) which the adoption of the suggestions in regard to the office system may impose. The Military Secretary admits indirectly

GPB—25,000—22-3-15

Serial No.

indirectly that the practice followed is defective but has not given any constructive suggestions of his own, beyond making some remarks about the comparative merits of the file and bundle systems which it is not easy to follow. He may perhaps be asked to state what improvements, if any, are in his opinion practicable with the existing staff.

28 The arrangement of the old records should not in my opinion be delayed. When I sent my note informally to Col. Jones, he was disposed to agree with my views in paras 28 et seq (vide his marginal remarks) and even now he seems to be of the same mind. But he thinks the present staff inadequate for the work. With the recent addition however of temporary hands, some of whom at any rate, I presume, are intended for record sorting, the reason assigned for not undertaking the work cannot perhaps be accepted.

29 The same remark applies to the alleged inability to undertake the preparation of an Office Manual and to compile orders of standing importance. The chief difficulty in this hitherto has been I believe the want of a competent hand; now with an Office Assistant of experience, there could be no difficulty in drawing up an Office Manual. I consider such a manual the one desideratum of this office with its lax and ever-changing methods.

30 On minor points, such as the maintenance of a dead stock register, a register of books, &c., the

GPB—25,000—22-3-15

General and Revenue Secretariat.

E. A File No. 46 of 1914-15

Serial No.

the Military Secretary accepts the suggestions made.

Secretary) NLL

I agree generally. A draft order may be prepared 31/5.

Dwan 8/6

Mr N. G. K. Please number the paragraphs & resubmit the file with a short draft very early.

NLL 8/6

Draft order filed.

NLL 15/6/15. Secretary) NLL 18/6

The draft order may be approved.

Dwan 26/7

To be Sub° after H. H. the Yuvaraj returns Dwan 26/7

Extraordinary member & Dewan

Draft order approved by the Extraordinary Member

MAS 5/8/15

Draft approved by Dewan

21. 8. 15 Dwan 21/8

616 / 6.8.15

Dwan 6/8

NLL 4/8

NLL 21/8

Why this issue from Dr V or here?

HW 26/8/15 This may be issued from ~~Bra~~ this Branch & intimate to Dr V

NLL 26/8

6 To

1. The Military Secretary to H. H. the Maharaja.
2. The Comptroller Mysore Government (Mo' Branch)

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

E. A File No. 46 of 1914-15

13

Serial No.

G.O. No 351-2/E.A 46-14-6 dated 26th August 1915 - Directs the audit of accounts of the Military Secretary's office and sanctions the appointment of a clerk on Rs 70/- per mensem for two months as recommended by the comptroller and the transfer of accounts from the Madras Clerk to the Mysore Bank and requests him to push through the sorting of records, preparation of an office manual and compilation of standing orders of importance.

Fl No. 353 of 15-16

39 The Fl Br was not consulted in this case. The source from which the pay of the add'l hand on Rs 70 sanctioned for 2 months is to be met, is not pointed out.

Draft & fair endorsement sorted

27/8/15

40 What about Budget provision?

Br VIII

40 Subs, the cost involved is only Rs 140 and the source from which it has to be met will be pointed out later on.

30/8/15

Br II

NOTE—Contn. sheet.

GIB—25,000—30-4-15

G.R.S. 13]

353 14 12

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

42

Sub?

Obvs

30/8/45 May order be communicated? Orders ~~without pointing~~ S? Ex the Exp^r without pointing out Budget provision are getting numerous.

A

Reser?) 30/8.

43

A. Has not Govt ordered that this will be allowed at the begining of the year?

1/9

44

Yes, but only in emergent cases. Copy of G.O. is put up 2/9

Reser?)

45

Ask for two certificates & an undertakings as required by the Govt order.

3/9

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-11

Bor (VII) 4/9/45

G.R.S. 13]

353

15/2

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

46

1. The proposal to audit the accounts of the Military Secretary's office is emergent.

2. The extra cost involved viz Rs 140 will be met by reappropriation of sanctioned grant ~~later on~~. The source will be pointed out later on.

Hm 4/9/15

47 Sub to the Secy for approval. The file will be sent to Br II with the request that the order which is an urgent one may be communicated without delay.

Secy) 4/9/15

48 Br II 4/9

May order be issued?

Sub. 6/9

Issued by 10/9

Secy

6/9

Br II) 10/9/15

Yes. but such expenditure in future that in such cases

For Br VIII

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

B. 353 16

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

49

Order communicated and file returned to Br VIII

10/9/15

To Br V for note and return

18/9/15.

50 please state what Br. V has to take on this.

20/9.

For information issued. Please see para 38 supra

20-9-15

Br. V has already received a copy of the above order.

20/9/15

This should have come to Br V

20/9/15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

File 46-14
Sl no 1.

Draft

No 199

General and Revenue Secretariat,
Bangalore, ~~28th~~ 1st ~~November~~ December 1914.

Dear Sir,

I am desired to state that Mr.N.Madhava Rao, Assistant Secretary to Government, has been asked to acquaint himself with and report upon the method of work in the offices of the Chief Commandant and the Military Secretary. The object of the visit is merely to make a detailed study of existing practice and procedure with a view to possible improvements. I am to request you to provide Mr.Madhava Rao with all facilities necessary for the prosecution of his work.

Yours sincerely,

30/11

28/11

Lt.-Colonel A.A.Jones,I.A.,
Military Secretary to His Highness
the Maharaja of Mysore and
offg.Chief Commandant.

G. R. S. 26]

File No. 46
Serial No. 2

Diary No. of letter replied to

No. 408 / Rec. /
8 A

General and Revenue Secretariat
( )
, *the* 191 .

To
The Comptroller to the Government
of Mysore, Bangalore.

Date of issue 16-2-1915.

Signed by Mr. D. M. Narasimha Rao.

Sir,

I am directed to forward herewith an extract from the note on the inspectio of the Military Secretary's office by Mr. N. Madhava Rao, (Assistant Secretary t Government ~~in the~~ Efficiency Audit Branc and to request that you will be so good as to favour Government with your opinio in regard to the suggestions concerning accounts made therein.

I am also to request you to kindly arrange for the audit of the accounts of the Military Secretary's office by the outside audit staff of your office, communicating to Government the arrange-

over.

SUBJECT.

Extract from the note on the inspection of the Military Secretary's office.

x x x

2. A sum of Rs 9,490 is held by the Military Secretary as a permanent advance. Out of this, Rs 4,200 have been given to subordinate officers as permanent advances for meeting petty emergent expenditure. The balance with the Military Secretary is Rs 5,290.

Cash & Accounts

	Rs
Superintendent, Government House	200
-do- Stud Farm	1,200
-do- Govt Stables	900
Commandant, Transport Corps.	1, 650
Hessarghatta Grass Farm Assistant	250
Total Rs	4,200

A small sum about Rs 50 is however kept in the office for small emergent expenses.

3. The entire cash of the office is kept in the Madras Bank as a current deposit and is operated upon from time to time. The balance at the credit of the Military Secretary at the beginning of December 1914 was Rs 8,239-10-8, a figure considerably in excess of the total permanent advance in his immediate custody. The excess was explained to be due partly to a small unspent balance out of the advance obtained in connection with the Viceregal visit in 1913, and partly to an unduly large amount drawn (and unrefunded) in 1910 or 1911 for the feed and keep of transport ponies. Some private kavals were, it seems, leased and worked by the Department. The actual cost price of the grass grown in these kavals came to less, but Rs 4 were charged for each pony and the difference was retained as something to fall back upon in the future in case the Government grant for the feed of animals should prove insufficient.

rangements made in this behalf.

I have &c.,

Dtd 1571

Offg. Secretary to Government,
General & Revenue Deptts.

13/1/15

6.2.15.

13.2.15

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

to how much exactly was so drawn, there is no record however in the office.

4. An arrangement like this whereby money is irregularly obtained and retained for the purpose of meeting unauthorised expenditure - later on seems to afford opportunities for embezzlement, and is subversive of the elementary principles of accounting. Whether any other items of money have been likewise retained irregularly it is impossible to say unless the accounts of the office are examined in detail. The Local Auditor who, I understand, is auditing the accounts of the Government House at Mysore, may be asked to audit the accounts of the Military Secretary's office also when he has completed the work that he has in hand.

5. The examination of the accounts is necessary for another reason. If the liabilities of the office (i.e., the sums for which it is accountable) are uncertain, so are its assets (i.e., the moneys which are owing to it from various individuals). Advances have been made and adjusted from time to time, but no record has been kept from which the outstandings could be readily ascertained. The transactions form running accounts which have never been closed and classified. The Superintendent, Government House, for instance, sends account every month for Rs 32,000 drawn by him over a period of 2 years. It is superfluous to say that this account is

is not checked as it does not admit of easy check.

5. An attempt has lately been commenced, however, to determine accourately the assets and liabilities. The work could I think, be done quicker if as suggested above, the assistance of an outside Auditor is given. Till it is completed, it would be impossible to predicate the correctness of the balances.

7. The accounts maintained are the following:-

1. ~~Cash Book~~ General Cash Book
2. Cash book for special occasions.
3. Chellan book
4. Treasury remittance book.
5. Public service transfer receipt book.
6. Bank cheque book.
7. Bank pass book.
8. Bill copy book.
9. Bill abstract book.
10. Contingent register.
11. Ledger of advances.
12. Acquittance roll for salaries.
13. -do- for travelling allowances.

8. The cash book should be the record of every transaction and the pivot of the entire account system. At present however its utility is impaired owing to ~~the~~ various circumstances In the first place many cash transactions are

are omitted from it altogether, e.g., the drawing and disbursement of salaries. Secondly the receipts and disbursements subordinate officers are not shown in the cash book. Thirdly, the entries are not sufficiently detailed to enable the transactions recorded being easily identified. Fourthly, the items are not periodically analysed and lastly, the book balance is not tallied with the money in hand and that in the Bank.

9. The cash book for special occasions is used for the purpose of watching the drawing and disbursement of funds on special occasions such as the Viceregal visit.

10. Accounts Nos.3,4,5,6,7,11 and 12 call for no remark.

11. The bill copy book and the bill abstract book are intended to serve as a means of watching the settlement of claims preferred against the office. The former is, as its name indicates, a copy of all bills received in the office and sent to the Comptroller for audit. The bill abstract book gives the abstract of each bill and the several stages in the process of its disposal. Against the entry of every bill which does not appear in the Contingent Register (to be presently

note of

Military Secretary's initials.

12. The contingent register is maintained in Financial Form No.111. All payments debitable to the Departments controlled by the office are classified in this register under the several budget heads. As each claim is settled, the fact is noted under the initials of the Military Secretary. Bills on account of entertainments chargeable to Palace and private funds and to the budget grant in favour of the General and Revenue Secretary are excluded from this register. The fact of their settlement as stated above is noted in the bill abstract book.

The ledger of advances is intended to show the sum of money advanced to subordinates and contractors with details as to their adjustment, but the book has not been written up from a long time and is at present not of very much use.

13. The objects at which the system aims or should aim may be analysed as follows:-

(1) Maintaining a record of transactions as they occur.

(2) Classifying them for the purpose of readily determining the financial position of the office.

(3) controlling expenditure especially in relation to budget grants.

(4) watching the prompt settlement of claims for supplies,&c., obtained

It seems to me that all these objects could be better secured by a few changes in the system. These changes involve no complication, and are by no means far reaching.

14. The first object above said is to maintain a proper record of all money transactions, From the remarks made in paragraph 8, it will be seen that the cash book must be maintained on quite other lines than those followed at present if it is to serve its object. To reiterate -

(1) No transactions carried on in cash or anything equivalent thereto should be omitted If an audited bill for instance is endorsed for payment to the party, the transaction is on the same footing as one made by cheque or cash and should not be excluded from the cash book.

(2) The accounts of subordinate disbursers must be brought on to the cash book as if they were the accounts of the office itself. It is not necessary to enter each transaction of subordinate officers in detail. All rwasonable requirements would be met by the totals being posted in the cash book under the several heads chosen for the ledger of contingent charges.

(3) To enable this being done, the subordinate disbursing officers should be asked to send in at the end of every month, a cop

copy of their cash book totalled under the appointed heads and balanced, together with the vouchers.

(4) The entries should be sufficiently detailed to enable the transactions destribed being readily identified without reference to the original vouchers or records

(5) While larger portion of the imprest is kept in the Bank, a small amount is retained for petty expenses. As the cash balance is thus divided, it is necessary that separate columns should be opened in the cash book for Cash and Bank respectively.

(6) At the end of every month as soon as possible after the receipt of accounts from the subordinate disbursers, the cash book should be totalled and the balance tallied with the cash in hand and the bank balances as shewn in the pass book, and the imprest balances certified to by the subordinate officers.

15. The cash book may be in the following form:-

Dr | Cr

1 Date	2 From whom received with full particulars.	3 Receipts Cash	3 Receipts Bank	4 Remarks	1 Date of payment	2 Number of voucher	3 To whom paid with full particulars	4 Payment Cash	4 Payment Bank No. of cheque	4 Payment Bank Amount	4 Payment Treasury No. of chelan	4 Payment Treasury Amount	4 Payment Remarks
	Balance brought forward												

The result may be exhibited in the Cash Book in the following form:-

1. Opening balance

2. Receipts

Head office

Subordinate disbursers

Total

3. Disbursements

Head office

Subordinate disbursers

Total

---

4. Balance

With Head office

Cash

Bank

Subordinate disburs

(according to their ledger acc
Head office and their month
sheet).

Total

16. The advances,&c.,are too
to admit of being effectively contro
cash book alone. A ledger of individual accounts is an absolute necessity. The ledger now maintained has not been written up for a considerable length of time as stated already, and individual accounts have never been closed. This must be rectified. That the ledger and cash book should cross-reference eachoth goes without saying. The column of remar

in the latter might be used for this purpose. The appended would be a suitable form for a ledger of advances and other suspense accounts such as those relating to the Palace.

17. The third object mentioned above, viz., of watching expenditure and seeing that it does not exceed the sanctioned allotment is served by the contingent register. The budget heading relating to the Departments in question are too general in some cases to admit of a substantial check being exercised. The expenditure should for this purpose be classified under the sub-heads and the sub-heads should be those under which expenditure frequently recurs. For example, under "Feed and keep of stallions, fowls, &c.," a sum of Rs 35,000 is provided in the Budget of the Kunigal Stud Farm. Various heads of expenditure such as, the purchase of kulthi, milk, &c., are included in this allotment and they must be separately shewn in the contingent register if they should be properly controlled. The expenditure in respect of all the other lumpsum provisions, catering charges for instance, should be similarly classified under convenient heads (Article 80 Civil Account Code).

18. The bill copy book and the bill abstract book are intended to serve the last of the four objects mentioned above, namely, of watching the prompt settlement of liabilities incurred. All contingent bills are copied in the register first mentioned and an index shewing the progress in the disposal of the bills is maintained in the bill abstract book. The two books together serve to show the whereabouts of a bill at a particular time. It appears to me that with some change in the form of these registers, their use may be considerably enhanced. Instead of registering each bill after it is received and checked, it would be better to use the register as a record of orders given for supplies. This will take the control of the work a stage earlier.

The form of the register may be as follows:-

(1) Number and date of order

(2) To whom addressed.

(3) Articles ordered.

(4) Estimate of cost.

(5) Purpose.

(6) Advance made.

(7) Date of supply

(8) Goods passed.

(9) Date and amount of the bill.

(10) Date of transmission to subordinate officer for verification.

(11) Date of transmission to the Comptroller for audit.

(12) Amount passed.

(13) Disposal of the audited bill.

(14) Reference to the cash book.

(15) Remarks.

The columns are so arranged inthis register as to show the entire history of a transaction from its inception to its settlement. It will prevent the accumulation of claims for indefinite periods. Delay in the disposal of any bill could be easily located and curtailed.

19. I am not sure if the large amount entrusted to the office as a permanent advance is really needed, and in any case the advantage of keeping it in the Madras Bank is not clear. No interest is obtained, while some expenditure is entailed in the purchase of cheque books. If the amount cannot be curtailed or transferred to the Treasury for being operated as a personal or other deposit, the best thing would be to transfer it to the Mysore Bank which allows an interest on all current deposits.

x x x x

32 File 46-14
Sl no 3.

No. 409/Gen-1/ Dated Bangalore, 16th February 1915.

Copy of the foregoing is forwarded to the Military Secretary to His Highness the Maharaja of Mysore, for information.

A copy of the note is also forwarded herewith for favour of remarks.

By Order,

Offg. Secretary to Government,
General and Revenue Department

M. S. 5]

D. no. 424/80
13-4-15

33

File no 46-14
Sl no 4

No. 3956 Ency/
142 of 14-15

From

The Military Secretary to H. H.
the Maharaja of Mysore.

To

The Offg. Secretary to Government,
General & Revenue Departments,
BANGALORE.

Bangalore, dated, the 12th April 1915.

Sir,

With reference to your No:409/E.A. dated 16-2-1915 and subsequent reminder thereto dated 3-4-1915, I have the ... honor to forward herewith a separate Memo containing my ..... remarks on the different points raised in the inspection notes of the Efficiency Audit Officer, on this office working.

I have the honor to be,
Sir,
Your most obedient servant,

Lt.,Col.,
Military Secretary.

GPB—1,500—9-5-18

Para.3, last sentence:-

The exact amount may be seen in the Transport Corps Books.

Para.4. I concur.

Para.5. As most part of the work in the Office is connected with the Entertainments and as there will be some... entertainment one after the other .... throughout the year and advances are necessarily given to Superintendent, Government House, there is found in the stress of Entertainment delay in adjusting accounts. This has now been thoroughly checked.

Para.6. Though the outside Auditor may .. assist for the time being it will .... again come to the former condition, .. for the work in the account branch cannot be coped with by the present ..... Establishment. The Auditor may suggest remedies and indicate the proper procedure. But unless sufficient hands are given it is impossible to carry .. out the suggestion etc.

Para.8. This is merely repetition and ... does not assist as contingent Register shows all transactions.

Paras. 14,15,16,17,& 18. As the improvements suggested in para 14 entail more work and responsibility additional ... Establishment is required. If Government provide this I have no objection to carry out the suggestion.

Para.19. The amount cannot be reduced for various reasons. There will be urgent demands for advances from Sub-ordinate

Officials for multifarious purpose and the work will be hampered by the.. time Government is addressed and ..... necessary advances got. As suggested the amount will be deposited in the... Mysore Bank and withdrawn from the.... Madras Bank.

Para.20. With the present meagre Establishment all trials for a perfect system as obtained in the Secretariat have been futile. The office work is of such a nature that only bundle system could .. have been conducive to better results. But as the officer had combined in himself a Secretary and Head of Department at various times during his career a mixed system of both Secretariat and Head of a Department is obtained in the Records and the imperfectness of any system is solely due to want of proper Establishment and frequent changes in the Officer's position. To quote an ... instance, it happens when there is an Entertainment and a part of the Establishment is sent to a Camp, that there will be hardly time to put together the papers received in the camp connected with the occasion and to distinguish .. them between papers of different ..... matters. He will have to entirely..... devote his whole attention to the..... entertainment while he will be obliged to attend to the usual routine work out with the limited time at his disposal.

Para.22. This can be done when sufficient Establishment is given.

Para.23. The File Register of this offic is nothing but a list of file ... headings for every year and this cannot contain all the details... required. There is a separate ... Register called file register in the Secretariat which shows a.... succinct summary of the Correspondence and the Diary of the.... Secretariat simply shows the .... receipt of the paper and the processes of its disposal. The From and To Register maintained in ... this office combine in themselves the utility of the "File Register and the Diary" described above and if any additional register is ... required to be maintained it can be done with additional Staff.

Para.24. This is due to want of File Boards. Each file of the particular heading should have been .. put in a separate board. As ..... already remarked by the Efficiency Audit Officer, any one can see that an attempt has been made to open files during Viceregal Visit on unitary method, by the number of headings opened. I do not think placing of the papers in an old board with something... written on it, for want of new boards, should be considered as "carelessly got up" and the..... remarks are groundless.

Para.26 & 27. Want of sufficient hands is the only reason for all this.

Para.28. Any improvement can be made .... with increased Establishment.

Para.30. As the present men have already too much to do, none can be spared for this special work. If an experienced man is spared from the Establishment another fresh hand is..... required for current work.

Para.32. Yes, this cannot be helped as there are not sufficient men to .... allot the work. If there are men on whom such responsibility can be .... thrown it can be done.

Para.34. One is maintained as far as is possible.

Para.35 & 36. This will be done.

Para.37. Special Establishment is ..... required for this work as the..... present men have no time to attend to it. From the experience I have... gained since I took charge, I am ... convinced that this office is much too short-handed compared with the other Offices. I am sure that my ... predecessors must have felt the same but it is very regrettable that they did not impress the fact on the..... Government. As time advances it is natural that work should also ..... increase and additional Establishment is therefore absolutely ..... necessary.Government were already...

approached with the proposals for the revision of the Department but they were not pleased to sanction it. If the suggestions of the Efficiency .... Audit Officer are to be carried out .. some extra Establishment may be..... accorded the office as proposed in the Scheme submitted by Military Secretary

A Jones Lt.,Col.,
Military Secretary.

Dro 462/Ex 59
11-5-15

File no 46-14.
8/5

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted.

8785

No. C.A.D 974
Enc: One

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 6th May 1915.

FROM

Diwan Bahadur
J. S. CHAKRAVARTI, ESQ., M.A., F.R.A.S., etc,.
Comptroller to the Govt. of
His Highness the Maharaja of Mysore.

To

D. K. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of Mysore,
General and Revenue *Departments.*

SIR,

Adverting to your letter No.408/Ex.A. dated the 16th February last, forwarding for my opinion in regard to the suggestions concerning accounts contained therein, an extract from the note on the inspection of the Military Secretary's Office by Mr. N. Madhava Rao (Assistant Secretary to Government, Efficiency Audit Department), I have the honor to submit herewith the note prepared by Mr. B. Srinivasa Iyengar, Assistant Comptroller, and officer in charge of the Local Audit Department and to state that I generally agree with the remarks made in paras 4 and 6 of the above.

2. If an audit of the accounts is ordered by Government, an additional hand on pay of Rs.70/-, per mensem, may kindly be sanctioned for a period of two months in the first instance.

I have the honor to be,

Sir,

Your most obedient servant,

JSChakravarti

Comptroller.

SAM.

6/5/15

40

.....Department.

1901

From

J. S. CHAKRAVARTI, Esq.,
M.A., F.R.A.S., etc.,
Comptroller to the Govt. of
H. H. the Maharaja of Mysore

To

.....Esq.,
Secretary to the Govt of Mysore,
Fmt Law .....*Dept.*

Dated

Despatched 8/5/1901

Received

No. 8185 Fy
974

Subject Matter.

Submitting a note prepared by Mr B Seemanaya asst Comptroller

GPB—1,000—26-7-08

COMPTROLLER'S OFFICE.

(CIVIL BRANCH.)

ORDERS.

NOTES.

Reference:----

General and Revenue Secretary's letter No. 1408/E & A dated 16th February last, forwarding an extract from the note on the inspection of the Military Secretary's Office by Mr. N. Madhava Rao, (Asssistant Secretary to Government, Efficiency Audit Department) and calling for opinion in regard to the suggestions made therein.

---

1. Para 2 of the Inspection notes

The Permanent advance of Rs. 9,490/- is sanctioned for the following purposes:----

For stable expenses	Rs. 490
for feed and keep of Transport ponies	3,000
For manufacturing transport carts.	1,000
For Kunigal stud farm	5,000
	Rs. 9,490

2. Paras 3, 4 and 19 of Inspection Notes.

Permission to open the current account with the Madras Bank was granted in Financial Secretary's letter No. Fl. 6254/G.F. 544-10-1 dated 30th June 1911, and the Military Secretary may ~~not~~ now be asked to

have his accounts with the Mysore Bank instead.

3. Out of Rs 8,239-10-8 stated to be the balance at credit of the Military Secretary at the beginning of December 1914, the excess requiring explanation was Rs 2,949-10-8. Out of this amount Rs. 1,143-10-9 being the unspent balance out of the advance drawn on account of Vice-regal Reception charges has since been refunded to the Treasury in the months of December 1914 and January & February 1915, as detailed in the margin.

December 1914.	2-10-0
January 1915	1134--0-9
February 1915	7--0-0
Total Rs	1,143-10-9

Details for the balance of Rs 1805-15-11 must be ascertained at once by the Military Secretary and the money should be disposed of.

4. It was certainly an irregularity if amounts had been drawn from the Government Treasury <u>in cash</u> on account of feed and keep of transport ponies at the sanctioned rate of Rs 4/- for the period during which the ponies were actually fed on grass grown in private kavals leased and worked by Government, and if the unexpended amounts out of such funds had been retained in the Military Secretary's Office. The correct procedure in such a case is to treat the 2 transactions separately in the accounts, to charge the cost of growing grass to Government in the 1st instance and recoup the same by adjustment from the provision under feed and keep of transport ponies.

In the course of the local audit of the accounts of Government stables for the

COMPTROLLER'S OFFICE.

(CIVIL BRANCH.)

ORDERS.

NOTES.

the period ~~ending~~ from 1900 to 1908, objection was taken to the payment of cost of grass at a higher rate than ~~annas~~ Rs. 4/- per pony in some months out of savings that had accrued in the earlier period. The matter requires to be thoroughly investigated.

5. Para 13. ~~Yes.~~ No remarks.

6. Paras 14 to 16.

The proposed changes in the form of the cash book, ledger, contingent register, and bill book are all useful and they evidently ~~seem to~~ enhance the utility of these registers. But ~~xxxxx~~ as an audit of the accounts of Military Secretary's Office is under consideration, it would be well if all necessary changes in the forms and registers be adopted after the accounts are once audited. Opportunity may then be taken to frame a simple and comprehensive system of accounts rules explaining all the registers required to be maintained, and the purposes for which they may be required.

SDV

30/4/15

1/5/15

Dno. 469/E.A. 12-5-15 44

M. S. 5]

GPB—2,000—13-7-14

From

No. 4405 Ema 1/file 142 of 14-15.

The Military Secretary to H. H.
the Maharaja of Mysore.

To

The Offg.Secretary to Government,
General & Revenue Departments,
BANGALORE.

Bangalore, dated , the 11th May 1915.

Sir,

With reference to your Docket No:574/E.A.dated 17-4-1915, I have the honor to return herewith as requested, the inspection notes of the Efficiency Audit Officer and to request the favor of an acknowledgment.

I have the honor to be,
Sir,
Your most obedient servant,

for Military Secretary.

45

BOV keep 21/1/15

N O T E

ON THE INSPECTION OF THE MILITARY SECRETARY'S OFFICE

- - - - - - - -

46

Summary of the Note

I. CASH AND ACCOUNTS.

1. The cash in charge of the office has been increased in some instances by overdrawls from the Treasury and the accounts have remained unrefunded for years. The exact amount is to be determined only by audit of the accounts.

2. Advances have been made and adjusted from time to time, but no record has been kept from which the outstanding could be readily determined. For this also audit of accounts is necessary.

3. A system of accounts suited to the needs of the office and calculated to avoid the present difficulties is suggested. The objects aimed at in the accounts proposed are -

(1) to see that liabilities and assets are properly watched,

(2) to control expenditure especially in the purchase of supplies,

& (3) to expedite disposal of claims preferred against the office.

4. The necessity for a large imprest (more than Rs 9,000) is not clear in any case, it is better to keep it

it in the Mysore Bank instead of in the Madras Bank which pays no interest.

II. CORRESPONDENCE AND RECORD.

1. The file system adopted in the office is defective in that -

(a) more subjects than one are generally included in a file,

(b) the papers in a file are not properly arranged, and

(c) the noting is imperfect.

2. The File Register may be made more useful than at present by recording in it certain additional information.

3. The system of arranging records is capable of improvements. General lines of improvement suggested.

III. GENERAL OFFICE ARRANGEMENTS.

1. No arrangements exist whereby arrears of work come periodically to the notice of the head of the office. The preparation of monthly arrears lists suggested.

2. A calendar of periodical returns also suggested to watch their prompt submission.

3. The Library should be put in order.

4. There is great need for an Office Manual.

Note

I visited the office of the Military Secretary several times during the last month, and was enabled by the courtesy of Lt-Col. Jones, who gave me every facility that I required, to study in some detail the system of business followed there.

CASH AND ACCOUNTS.

		Rs
Superintendent, Government House	..	200
-do- Stud Farm	..	1,200
-do- Government Stables		900
Commandant, Transport Corps		1,650
Hessarghatta Grass Farm Assistant	..	250
Total	Rs	4,200

x A small sum, about Rs 50 is however kept in the office for small emergent expenses.

Rs 8239 Comptr. Mr B. Sreenivasiyengar's note dept. paras 3, 4 & 19.

Permission to open the current account with the Madras Bank was granted in H. Exy's letter No. 2R 6-254 dt. 30-6-1914 & the Mily Secy may be asked to have his accounts with the Mysore Bank instead.

Out of Rs 8239-10-8 stated to be the balance at credit of the Mily Secy at the beginning of 1914, the excess requiring explanation was Rs 2949-10-8. Out of this amt. Rs 1143-10-9 being the unspent balance out of the advance drawn on acct of Viceregal reception charges has since

2. A sum of Rs 9,490 is held by the Military Secretary as a permanent advance. Out of this, Rs 4,200 have been given to subordinate officers as permanent advances for meeting petty emergent expenditure. The balance with the Military Secretary is Rs 5,290.

3. The entire cash of the office is kept in the Madras Bank as a current deposit and is operated upon from time to time. The balance at the credit of the Military Secretary at the beginning of December 1914 was Rs 8,239-10-8, a figure considerably in excess of the total permanent advance in his immediate custody. The excess was explained to be due partly to a small ~~imprest~~ unspent balance out of the advance obtained in connection with the Viceregal visit in 1913 and partly to an unduly large amount drawn (and unrefunded) in 1910 or 1911 for the feed and keep of transport ponies. Some private kavals were, it seems, leased and worked by the

been refunded to the Trg in the months of Dec 1914 & Jany & Feby 15. as detailed below. Details for the balance of Rs 1805-15-11 must be ascertained at once by the Mily: Secy & the money should be disposed of.

Dec	2-10-0
Jany	1134-0-9
Feby	7-0-0
	1143-10-9.

xx

xx It was certainly irregular if amounts had been drawn from the Govt: Trg in cash on acct of feed and keep of transport ponies at the sanctioned rate of Rs 4/- for the period during which the ponies were actually fed on grass grown in private kavals leased and worked by Govt: and if the unexpended amounts of such fund had been retained in the Mily: Secy's office. The correct procedure in such a case is to treat the two transactions separately in the accounts, to charge the cost of growing grass to Govt: in the 1st instance and recoup the same by adjustment from the provision under feed & keep of transport ponies.

In the course of an audit of the accounts of the Local Govt: stables for the period from 1900 to 1907 objection was taken to the payment of cost of grass at a higher rate than Rs 4/- per pony in some months out of savings that had accrued in the earlier period. The mat-

As most part of the work in the office is connected with the entertainments and as there will be some entertainment one after

the Department. The actual cost price of the grass grown in these kavals came to less, but Rs 4 were charged for each pony and the difference was retained as something to fall back upon in the future in case the Government grant for the feed of animals should prove insufficient. As to how much exactly was so drawn, there is no record however in the office.

An arrangement like this, whereby money is irregularly obtained and retained for the purpose of meeting unauthorised expenditure later on, seems to afford opportunities for embezzlement and is subversive of the elementary principles of accounting. Whether any other items of money have been likewise retained irregularly, it is impossible to say unless the accounts of the office are examined in detail. The Local Auditor who, I understand, is auditing the accounts of the Government House at Ootacamund, may be asked to audit the accounts of the Military Secretary's office when he has completed the work that is in hand.

The examination of the accounts is necessary for another reason. If the liabilities of the office (i.e., the sum for which it is accountable) are uncer-

The Office throughout the year and advances are necessarily given to outside work: House, there is found in the stress of entertainment delay in adjusting accounts. This has now been thoroughly checked.

Paras 5 to 13.- "no remarks" by Asstt: Comptr.

uncertain, so are its assets (i.e., the moneys which are owing to it from various individuals). Advances have been made and adjusted from time to time, but no record has been kept from which the outstandings could be readily ascertained. The transactions form ~~the~~ running accounts which have never been closed and classified. The Superintendent, Government House, for instance, sends account every month for Rs 32,000 drawn by him over a period of two years. It is superfluous to say that this account is not checked as it does not admit of easy check.

Minly as remarks.
Though the outside aud for may assist for the time being, it will again come to be former condition for the work in the account branch cannot be coped with by the present Establt. The aud for may suggest remedies and indicate the proper procedure but unless sufficient hands are given it is impossible to carry out the suggestions rea

6. An attempt has lately been commenced, however, to determine accurately the assets and liabilities. The work could, I think, be done quicker if as suggested above, the assistance of an outside Auditor is given. Till it is completed, it would be impossible to predicate the correctness of the balances.

7. The accounts maintained are the following:-

1. General Cash Book.
2. Cash book for special occasions.
3. Chellan book.
4. Treasury remittance book.

5. Public Service Transfer Receipt Book.

6. Bank cheque book.

7. Bank pass book.

8. ~~Bank~~ Bill copy book.

9. Bill abstract book.

10. Contingent register.

11. Ledger of advances.

12. Acquittance roll for salaries.

13. -do- for travelling allowances.

Mitchell's remarks
This is merely repetition and does not exist as contingent register shows all transactions.

8. The Cash Book should be the record of every transaction and the pivot of the entire account system. At present however its utility is impaired owing to various circumstances. In the first place many cash transactions are omitted from it altogether, e.g., the drawing and disbursement of salaries. Secondly, the receipts and disbursements of subordinate officers are not shewn in the Cash Book. Thirdly, the entries are not sufficiently detailed to enable the transactions recorded being easily identified. Fourthly, the items are not periodically analysed and lastly, the book balance is not tallied with the money in hand and that in the Bank.

not necessary seen in Pay Bill book in the cash book
Repetition of accts is no use.

9. The Cash Book for special occasions is used for the purpose of watching the drawing and disbursement of

of funds on special occasions such as the Viceregal visit.

10. Accounts Nos. 3,4,5,6,7,11 and 12 call for no remark.

11. The bill copy book, and the bill abstract book are intended to serve as a means of watching the settlement of claims preferred against the office. The former is, as its name indicates, a copy of all bills received in the office and sent to the Comptroller for audit. The bill abstract book gives the abstract of each bill and the several stages in the process of its disposal. Against the entry of every bill which does not appear in the Contingent Register (to be presently referred to), a note of payment is made under the Military Secretary's initials.

12. The Contingent Register is maintained in Financial Form No.111. All payments debitable to the Departments controlled by the office are classified in this register under the several budget heads. As each claim is settled, the fact is noted under the initials of the Military Secretary. Bills on account of entertainments chargeable to Palace and

and private funds and to the budget grant of the General and Revenue Secretary are excluded from this register. The fact of their settlement as stated above is noted in the Bill Abstract Book.

The ledger of advances is intended to show the sum of money advanced to subordinates and contractors with details as to their adjustment, but the book has not been written up from a long time and is at present not of very much use.

13. The objects at which the system aims or should aim may be analysed as follows:-

(1) Maintaining a record of transactions as they occur.

(2) Classifying them for the purpose of readily determining the financial position of the office.

(3) Controlling expenditure especially in relation to budget grants.

(4) Watching the prompt settlement of Bills claims for supplies etc. etc debaires.

It seems to me that all these objects could be better secured by a few changes in the system. These -

These changes involve no complication, and are by no means far reaching.

14. The first object above said is to maintain a proper record of all money transactions. From the remarks made in paragraph 8, it will be seen that the Cash Book must be maintained on quite other lines than those followed at present if it is to serve its object. To reiterate -

(1) No transactions carried on in cash or anything equivalent thereto should be omitted. If an audited bill, for instance is endorsed for payment to the party, the transaction is on the same footing as one made by cheque or cash and should not be excluded from the Cash Book.

(2) The accounts of subordinate disbursers must be brought on to the Cash Book as if they were the accounts of the office itself. It is not necessary to enter each transaction of subordinateOfficers in detail. All reasonable requirements would be met by the totals being posted in the Cash Book under the several heads chosen for the Ledger of contingent charges.

Quite so

mily seen remarks with refce: to paras 14 to 18

As the improvements suggested in para 14 entail more work and responsibility, addl: staff is required. If Govt: provide this, I have no objn to carry out the suggestion.

Asstt Comptr's note with refce: to paras 14 to 16

xxx

xxx The proposed changes in the form of the cash book, ledger, contingent registers and bill book are all useful and they evidently enhance the utility of these registers. But as an audit of the accts of the mily secy's office is under consideration, it would be well if all necessary changes in the forms and registers be adopted after the accounts are audited. Opportunity may then be taken to frame a simple and comprehensive system of account rules explaining all the registers required to be maintained and the purposes for which they may be required.

Comptroller says in the letter that he generally agrees with the remarks made in paras 4 + 6 (asst, paras 3 + 14 to 16 of the office inspn notes) of the note prepared by the asstt Comptr: Mr B. Sreenivasa Iyengar, offr in charge of Local audit dept:

(3) To enable this being done, the subordinate disbursing officers should be asked to send in at the end of every month, a copy of their Cash Book totalled under the appointed heads and balanced, together with the vouchers.

(4) The entries should be sufficiently detailed to enable the transactions described being readily identified without reference to the original vouchers or records.

(5) While larger portion of the impres is kept in the Bank, a small amount is retained for petty expenses. As the cash balance is thus divided, it is necessary that separate columns should be opened in the Cash Book for Cash and Bank respectively.

(6) At the end of every month as soon as possible after the receipt of accounts from the subordinate disbursers, the Cash Book should be ~~balanced~~ totalled and the balance tallied with the cash in hand, ~~and~~ the bank balances as shewn in the Pass Book, and the imprest balances certified to by the subordinate Officers.

15. The Cash Book may be in the following form:-

Dr. Cr.

1	2	3		4	1	2	3	4				
Date	From whom received with full particulars	Receipts		Remarks	Date of payment.	Number of voucher.	To whom paid with full particulars.	Payment				
		Cash	Bank					Cash	Bank		Treasury	
									No. of cheque	Amount	No. of chelan	amount
Balance brought forward												

The result may be exhibited in the Cash Book in the following form:-

1. Opening balance

2. Receipts

Head office

Subordinate disbursers

Total

3. Disbursements

Head office

Subordinate disbursers

Total

---

4 Balance

With Head office

Cash

Bank

Subordinate disbursers

(according to their ledger account in the Head office and their monthly balance sheet).

Total

16. The advances,&c., are too numerous to admit of being effectively controlled by a Cash Book alone. A ledger of individual accounts is an absolute necessity. The ledger now maintained has not been written up for a considerable length of time as stated already, and individual accounts have never been closed This must be rectified. That the ledger and cash book should cross-reference -

Lain's Report but was looking up when sheets of work (the receipt book) occurs it is apt to get in arrears so bad.

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Dr. Account No..... Name..... Cr.

1 Date	2 Cash Book Cr. item No.	3 Particulars of advances made.	4 Amount	5 Date	6 Cash Book Dr. item No.	7 Particulars of advances recovered.	8 Amount

reference each other goes without saying. The column of remarks in the latter might be used for this purpose. The appended would be a suitable form for a ledger of advances and other suspense accounts such as those relating to the Palace.

17. The third object mentioned above, viz., of watching expenditure and seeing that it does not exceed the sanctioned allotment is served by the Contingent Register. The budget headings relating to the Departments in question are too general in some cases to admit of a substantial check being exercised. The expenditure should for this purpose be classified under sub-heads. The sub-heads should be those under which expenditure frequently recurs. For example, under "Feed and keep of stallions fowls,&c.," a sum of Rs 35,000 is provided in the budget of the Kunigal Stud Farm. Various heads of expenditure such as, the purchsse of kulthi,milk,&c. are included in this allotment and they must be separately shewn in the Contingent Register if they should be properly controlled. The expenditure in respect of all the other lumpsum provisions, catering charges for instance, should be similarly classified under convenient heads. (Article 80 Civil Account Code).

See accl. are allotted in Cash + have of recently. Reflection of actual is not of any value in the approx.

18. The bill copy book and the bill abstract book are intended to serve

serve the list of the four objects mentioned above, namely, of watching the prompt settlement of liabilities incurred. All contingent bills are copied in this register first mentioned, and an index shewing the progress in the disposal of the bills is maintained in the bill abstract book. The two books together serve to show the whereabouts of a bill at a particular time. It appears to me that with some change in the form of these registers, their use may be considerably enhanced. Instead of registering each bill after it is received and checked, it would be better to use the register as a record of orders given for supplies. This will take the control of the work a stage earlier than is being done. The form of the register may be as follows:-

(1) Number and date of order.

(2) To whom addressed.

(3) Articles ordered.

(4) Estimate of cost.

(5) Purpose.

(6) Advance made.

(7) Date of supply.

(8) Goods passed.

(9) Date and amount of the bill.

(10) Date of transmission to subordinate officer for verification.

(11) Date of transmission to the Comptroller for audit.

(12) Amount passed.

(13) Disposal of the audited bill.

(14) Reference to the cash book.

(15) Remarks.

The columns are so arranged in this register as to show the entire history of a transaction from its inception to its settlement. It will prevent the accumulation of claims for indefinite periods. Delay in the disposal of any bill could be easily located and curtailed.

19. I am not sure if the large amount entrusted to the office as a permanent advance is really needed and in any case, the advantage of keeping it in the Madras Bank is not clear. No interest is obtained while some expend expenditure is entailed in the purchase of cheque books. If the amount cannot be curtailed or transferred to the Treasury for being operated as a personal or other deposit, the best thing would be to transfer it to the Mysore Bank which allows an interest on all current deposits.

Mr. Sey's remarks.
The amt. cannot be reduced for various reasons. There will be urgent demands for advances from subordinate officials for multifarious purposes and the work will be hampered by the time spent in addressing and receiving advances got. As suggested the amt. will be deposited in the Mysore Bank and withdrawn from the Madras Bank.

II. CORRESPONDENCE & RECORDS

20. The correspondence is formed into annual files of which the number and heading are noted in a register. The file numbers are countermarked in the "From" and "To" Registers, which do not, however, as a rule cross-reference each other. The file headings are very general and the rule that any particular file should relate to a single subject is not strictly observed. The tendency is towards the formation of what

With the present management & Mr. Ralph: all trials for a perfect system as obtained in the Sects: have been futile. The office work is of such a nature that only humble system could have been conducive to better results. But as the offr: had combined in himself a sey and tr of accts: at various times during his career a mixed system of both Sects & tr of a accts: is followed in the Records and the imperfectness of any system is solely due to want of proper Establt: & frequent changes in the offr's position.

are known as aggregate files, that is to say, files in which correspondence upon several but unrelated subjects is grouped together. The system of continuous noting is followed but indifferently. The records are arranged in shelves in a separate room in their numerical order and a rough list of the files and a partial index are maintained.

21. The chief reforms required in regard to this branch of the office work are indicated below.

22. The files should be formed as far as possible on the unitary principle. This will prevent numerous unrelated papers being mixed up and disposal being thereby retarded. There should doubtless be exceptions but they should be few.

There may be some but not [illegible]

Mily Secy's remarks

This can be done when sufficient Establt. is given.

23. The file register is at present a mere catalogue of file headings. It does not show the progress of the file or its ultimate disposal. If it is to serve any useful purpose, the file register should be a succinct summary of the correspondence, but if this is considered unnecessarily laborious for a small establishment, the date and manner of the disposal should at least be exhibited in it. This will facilitate the preparation of arrear lists, which is at present fraught with great difficulty as the "From" and "To" Registers do not countermark each other, and the file register furnishes

Mily Secy's remarks.

The file regr. of this office is nothing but a list of file headings for every year and this cannot contain all the details required. There is a separate register called file regr. in the Secty. which shows a succinct summary of the Correspondence & the diary of the Secty. simply shows the receipt of the paper & the process of its disposal. The "From" & "To" registers maintained in this office are in themselves the utility of the file register & diary described above. This is not done. If any addl. register is required to be maintained, it can be done with addl. staff.

furnishes no clue to disposal. When a file consists of independent sections, the heading of ~~which~~ each should be noted in the File Register.

Mitra's remarks.
This is due to want of file boards. Each file of this particular heading should have been put in a separate board. As already remarked by the Efficiency Audit Off., anyone can see that an attempt has been made to open files during Viceregal visit in uniform way. Also, by the number of headings opened, it does not limit the keeping of the papers in an old board with something written on it, for want of new boards. Should be considered as "carelessness" and the remarks are groundless.

24. The files were found to be greatly disarranged especially those relating to the Viceregal visit. Correspondence about electric lights figures in a file headed "Viceregal visit and improvements to Transport Lines". The file contains also papers relating to the entertainment of the members of the Cauvery Reservoir Arbitration Committee, about the distribution to subordinates ~~of~~ some money left by His Highness the ~~of~~ Maharaja of Gwalior for presents, and about the loan of a flag. In another file the flap of which bore the following description:- "File No.79 of 1901-02 Present state of Imperial Service Transport corps" a miscellany of papers were found relating to the following subjects:-

(1) The visit of His Highness the Maharaja of Gwalior,

(2) The application of one Mansoor Khan to open a petty shop near the Viceregal camp.

(3) The Dewan's garden party.

(4) Conveyances supplied to officers at the Khedda camp

(5) Certificate to one Yakoob Sheriff.

(6) A medal present to Singamani by His Excellency the Viceroy.

(7) Commendation of Col.Jones for the arrangements made,

(8) Supply of clothing to men of the Imperial Service Transport Corps.

(9) A bill for electric lights.

(10) Catering arrangements.

(11) An application for casual leave from a clerk of the office.

(12) The supply of ink bottles from Government Stationery Depot.

(13) Bonus to a shopkeeper.

(14) Bills to be checked by the Karapur camp clerk.

25. It is unnecessary to cite any more instances to show that the files have been carelessly got up. It is said that this was unavoidable in the hurry of the preparations made for the reception of the Viceroy and that the matter could not be set right subsequently owing to want of hands.

26. I have stated above that the system of continuous noting is followed

Milligan's remarks on paras 26 & 27
Want of sufficient hands is the only reason for all this.

followed in the office, but the notes are too laconic to be of any real use. The correspondence is not properly summarised in the notes and some relevant facts are omitted. As an instance of this, I may state that in the file about the purchase of tents, several bills of the Elgin Mills, Cawnpore, appear as outstanding, but from the accounts it was seen that they had been settled so long ago as February 1914.

27. Complaint is made of the inadequacy of the office establishment. Two temporary hands (recently raised to three) were sanctioned sometime ago for arranging the records, but the pressure of work in other directions has necessitated the employment of one of them on work unconnected with record sorting. If he had not been taken away from his legitimate work, the record sorting would long since have been completed, and even as it is, the files of the years 1898-1899 to 1910-1911 have been sorted and rough index lists have been prepared.

Milligan's remarks.
Any improvement can be made with increased staff.

28. The system of record arrangement is capable of improvement. Old records are not separated from the current ones, all being kept together in the record room and taken as occa-

occasion arises but without too much thought about replacing them when done with. For facility of handling it appears necessary to keep the current records ~~apparently~~ separately from the old ones. This will prevent the undisposed of papers from being lost sight of, and facilitates the preparation of arrears lists. No record should be transferred to the record room while a single paper in it is pending action, and on the other hand no file which has ~~not~~ been finally disposed of should remain among current records unless it has been temporarily obtained for purposes of reference. An almirah should be exclusively kept for the latter.

29. The frequent changes of policy as regards the secretarial functions of the Military Secretary have led to some confusion in the records, which have had to be transferred from and retransferred to the office on more than one occasion. Some files were removed to the General and Revenue Secretariat in 1908 (?) and some more are about to be so removed as the result of the recent order.

30. These removals cause gaps in the numbering of the records. The transmission of the files destined for the General and Revenue Secretariat should

Mil Secy's remarks. Yes I agree
As the present men have already too much to do none can be spared for the Spl: work. If an experienced man is spared from the Tahsils, another fresh hand is required for current work.

"Retain" Series.

1 Serial No.	2 File No.	3 Subject matter of file.	4 Previous reference.	5 Forward reference	6 date of disposal	7 Date of receipt by Record-keeper	8 Date on which the file was indexed.

"Destroy" Series.

1 Serial No.	2 File No.	3 Subject matter of file.	4 Previous reference.	5 Forward reference.	6 Date of disposal.	7 Date of receipt by Record-keeper	8 Date on which the file was indexed.	9 Year of destruction.

should be expedited, so that the rest might be renumbered in an unbroken series once for all. In effecting the re-arrangement, files for which there is no further use should be destroyed and those which would be required only for a limited period should be separated from files which have to be permanently preserved, the last two being numbered in different series. The period of preservation should be defined for the various kinds of records. Till this is done, there can be no assurance that the destruction of time-barred records will proceed automatically.

One of the hands sanctioned for record sorting, or a senior official, if preferred, should be placed in charge of the records and should be held responsible for their custody, arrangement and periodical destruction. A register in the accompanying form should be kept for all records disposed of and transferred to the record room. The last three columns are so arranged as to expose any undue delay that may occur in sending the files to the record room after disposal and in indexing them.

The slip system might be introduced for checking papers issued from and re-

returned to the record room.

31. The files are arranged in shelves vertically like books and not being divided off at intervals by means of supports or by being ~~handled~~ bundled together in small batches, are liable to get mixed up. Generally no given file can be taken out without disturbing a number of files on either side and the replacement of the file in its original position is somewhat troublesome. The inconvenience might be easily avoided by tying up the files in batches of 10 to 20 and noting the numbers on the bundle or preferably by making vertical partitions on the shelf at small distances.

III. GENERAL OFFICE ARRANGEMENT.

Milsing's remarks.
Yes, this cannot be helped as there are not sufficient men to allot the work. If there are men on whom such responsibility can be thrown, it can be done.

32. All the members of the staff do collectively the entire work of the office. A few duties are no doubt understood to have been assigned to particular individuals, but for the most part, these duties remain undefined. For the proper conduct of work and for the better realization of responsibility on the part of officials, it would seem necessary to lay down their duties explicitly, and to so divide the work that ~~the work of~~ each shall ~~be adequate without being~~ have a sufficient but not excessive share.

Fairly arranged
But the office is now hopelessly handicapped by all this. However an attempt is made to correct various in elucidating will be made.

33. The tappal of the office is

is generally disposed of with considerable celerity; but in the absence of adequate precautions, some papers are likely to be hung up indefinitely even in the best conducted offices. A list o of unanswered references periodically prepared is the best means of avoiding delay. The preparation of such lists is at present by no means easy on account of the defective referencing in the "From" and "To" and "File" Registers. But a list should be prepared and for the future, if the disposal of each file and of each section of a file is displayed in the File Register, and if, in addition, a separate almirah is kept for pending files, there would be no difficulty in keeping up the system. A monthly list of unanswered references is inculcated by the Rules of Office Procedure recently issued.

Will see remarks. One is maintained as far as is possible.

34. No watch is kept either on the receipt and submission of periodical returns. A list of such returns was found hung up in a corner of the office, but it does not appear to be complete or to have been used to any great extent. If a register of periodical returns is opened in the form contemplated in rule 6 of the Suggestions for Improving the Efficiency of officers, the prepara-

preparation of such returns would be kept well in hand.

Mr. Leg's remarks on paras 35 & 36.

This will be done.

35. Among miscellaneous matters requiring attention, I would mention the proper posting of the Stationery Registers and the preparation of a furniture list.

36. There is no Library worth speaking of in the office, but such books of reference as there are, should be brought together and catalogued and dealt with according to the Rules of Office Procedure referred to already.

Mr. Leg's remarks.

Mr. Estabt. is required for the work as the present men have no time to attend to it. From the experience I have gained since I took charge, I am convinced that this office is much too short handed compared with the other offices. I am sure that my predecessors must have felt the same but it is very regrettable that they did not impress the fact on the Govt. As time advances, it is natural that work should also increase and Mr. Estabt. is therefore absolutely necessary. Govt. were already approached with the proposals for the revision of the Estabt. but they were not pleased to sanction it. The suggestions of the Officiating Auditor Genl. are to be carried out some extent. Estabt. may be worked in accordance with the proposals in the scheme submd. by Mr. Secy.

I am much obliged for his methodical & helpful suggestions which are generally accepted.

37. All the standing orders relating to the work of the office and of its subordinate establishments should be collected and indexed, and an Office Manual should be prepared for regulating the procedure to be followed as regards the preparation and submission of accounts, the arrangements of records, the disposal of correspondence, &c. It is only by this means that definiteness and stability of methods could be secured and confusion avoided.

I may summarise for convenience the various recommendations made above.

above:-

1. A detailed audit of the accounts.

2. Transfer of permanent advance to the Treasury or the Mysore Bank.

3. Maintenance of the cash and other accounts in the form proposed.

4. Formation of files on the unitary principle, and maintenance of the File Register in a more complete form.

5. Early transmission of the records awaiting to be sent to the General and Revenue Secretariat and the re-arrangement of the rest on the principles suggested.

6. Putting the office Library in order.

7. Preparation of periodical statements of arrears.

8. Maintenance of a calendar of returns.

9. Collection of standing orders.

10. Preparation of an Office Manual to regulate office procedure, preparation and submission of accounts, arrangement of re-crods, &c.

List of returns &c., received in the Military Secretary's office.

No.	Description of returns	Date on which due
	WEEKLY	
1.	Weekly return of I. S. T. Corps	
2.	Programme of Drill of I.S.T. Corps	
3.	Report of mares covered at Kunigal	
4.	Report of animals injured at Kunigal	
5.	Report of births and deaths Do.	
6.	Report re arrival & departure of animals	
7.	Report of work turned out at the Lines Workshop	
8.	Report of carts repaired or renewed for service Govt.	
9.	Report of cattle impounded at H.G.Farm	
	MONTHLY	
10.	Return of I.S.T.Corps	15th of every month
11.	Return of ponies, bullocks & mules	
12.	Return showing ponies hired out	
13.	Return of arrivals & departures of animals at Kunigal	
14.	Return of carriages	
15.	Statement of grass cut at H.G.Farm	
16.	Return of carriage tickets	
17.	Return of Poultry at H.G.Farm & Govt.House	
18.	Return of remittances to Treasury by Superintendent, Govt. Stables.	
18.a	Circular orders issued by A.M.Dept. & I.S.T.Corps Govt	
	QUARTERLY	
19.	Quarterly Present State of I.S.T.Corps — Govt.	
20.	Quarterly Statements of dismissals, promotions, new entertainments, pension application &c., — do —	
21.	Quarterly gradation lists of I.S.T.Corps	
22.	Quarterly report on the working of H.G.Farm Govt.	
	HALF YEARLY	
23.	Return of persons surrendered by the British Govt. under the Extradition Act Govt.	
24.	Return of Australian flock of sheep — do —	
25.	List of officials drawing Rs. 70/- & above — do —	
26.	Confidential Reports of I.S.T. Corps — do —	
	YEARLY	
27.	Brief Report of Amrut Mahal Dept. Govt.	25th Aug. each year
28.	Annual Report Do.	1st December
29.	Annual Report of Kunigal Farm	25th August (as there is no brief report)
30.	Annual Report of I.S.T.Corps	
31.	Return of arms, ammunition & Armourers tools &c.	20th September
32.	Actual cost of I.S.T.Corps	
33.	Annual schedule of fixed Estts Auditor	15th August
34.	Acknowledgments of permanent advances — do —	15th July
35.	List of Europeans & Eurasians Govt.	1st January
36.	List of repairs to buildings in charge chief Engineer.	1st January

Military Secretary's Office.
List of Registers &c. maintained.

Sl. No.	Particulars	Remarks
I.	**Account Department.**	
	1. General Cash book.	
	2. Cash book for special occasions, such as Viceregal Accounts.	
	3. Challan book.	
	4. Treasury Remittance book.	
	5. Public Service Transfer Receipt Book	
	6. Cheque book.	
	7. Bill Copy book.	
	8. Bill Abstract book.	
	9. Contingent Register.	
	10. Acquittance Roll Book.	
	11. Travelling Allowance Book.	
	Correspondence & Records.	
II.	(1) "From" Register	
	2. "To" Register	
	3. D.O. "From" Register	
	4 D.O. "To" Register	
	5. File Register.	
	6. Stationery issue and Balance Register	
	7. Indexes for files sorted i.e. from the year 1898-99 to 1910-11. (Rough lists.)	

Military Secy's Office
Bangalore.

[illegible signature]

Compd
No. 1223
10-9-15

74

Proceedings of the Government of H. H. the Maharaja of Mysore.

- - - - - -

Read--

1. Note dated 12th January 1915 on the system of work in the Military Secretary's Office by Mr. N. Madhava Rao, Assistant Secretary to Government, Efficiency Audit Branch.

2. Letter No.3956/142 of 14-15 dated the 12th April 1915 from the Military Secretary to His Highness the Maharaja, forwarding a memo of his remarks on the several points raised in the note.

3. Letter No. L.A.D.974 dated 6th May 1915 from the Comptroller to the Government of Mysore furnishing his views on the suggestions made in the note concerning accounts and requesting sanction to the entertainment of an additional hand on Rs.70/- per mensem for a period of 2 months in the first instance to audit the accounts of the Military Secretary's Office.

Order thereon:-- 351-2/E.A 46-14-6. dated the 26th August 1915

Both the Comptroller and the Military Secretary agree that the suggested audit of the accounts of the Military Secretary's Office is necessary; & for this purpose Government are

pleased to sanction the proposal of the Comptroller to appoint an additional hand on Rs 70 per mensem for a period of two months. The audit should be commenced immediately and completed within the period of sanction, a report on the result being submitted in due course by the Comptroller together with his views as regards any improvements he may consider necessary in the form of the accounts.

2. Government are also pleased to direct that the account now kept by the Military Secretary with the Madras Bank in respect of the permanent advance of his office should be transferred to the Mysore Bank.

3. The attention of the Military Secretary is invited to paragraphs 20 to 26 of the note and he is requested to state what improvements in the system of correspondence and filing are in his opinion practicable with the existing staff.

4. Government cannot agree that the present staff, even with the addition that it has recently received, is unable to undertake the sorting of the old records. The Military Secretary is requested to cause the work to be pushed through and completed within four months,

months, favouring Government with a report of progress at the end of that period.

5. An Office Manual is necessary in order to ensure systematic work and the Military Secretary has already been requested to undertake its preparation. He should also arrange to compile orders of standing importance issued from his office for the guidance of subordinate officers. It is hoped that these important items of work will receive due attention and that they will be completed within a reasonable time.

6. On some of the minor points, viz. preparation of a register of dead stock, maintenance of stationery accounts, &., the Military Secretary has already expressed his concurrence with the suggestions made in the note and it is hoped that he will see them adopted.

Offg. Secretary to Government.

To

The Military Secretary to
H.H. the Maharaja of Mysore.
The Comptroller, Mysore Government.
(through Branch II).

5.8.15

21.8.15.

17/8/15

Office of the Senior Surgeon

to the Government of Mysore, Bangalore.

File No. Part

191

Subject.

Circulars issued from the Medical Department.

Circulars issued during the year 1914.

3

Office of Senior Surgeon, Mysore Government

No. 3244-65 Dated, Bangalore, 4th February 1914

310

C I R C U L A R.

In supersession of this office No.1253-77, dated, the 12th September 1912, the District Medical Officers & Medical Officers in charge of Institutions are requested to circulate the marginally noted Journals in future, among the Medical Officers & Subordinates serving under them and on their return from the last officer in the list, file them carefully and at the close of the year, get them bound and kept in their office Library.

1. The Lancet.
2. The Indian Medical Gazette.
3. The Indian Journal of Medical Research.

2. Attention is drawn to this office Circular No.385-93, dated, the 20th July 1904, and in particular to the instructions contained in paras 2, 3 & 4thereof which should be strictly followed.

3. The names of such of the officers & subordinates, who fail to intimate the receipt and despatch of the Journals, should be reported to this office.

4. It is further requested that a report may be submitted to this office whether all the Journals, circulated until now, have been received back correctly and filed in the office Library duly bound.

Personal Assistant
for Senior Surgeon, Mysore Government.

T.R.E.

To

The District Medical Officers and
Medical Officers in charge of Institutions.

irculars issued during the year 1913.

Office of Senior Surgeon, Mysore Govt.,

No. 709-35 Dated, Bangalore, 18 August 1913.

CIRCULAR.

An instance having come to notice wherein a Sub Assistant Surgeon failed to realise that it was his duty to examine a body sent up for post mortem examination by the Railway Police, the District Medical Officers and Officers in charge of Institutions are hereby requested to kindly point out to the Sub Assistant Surgeons serving under them that, under Government Order No. 7590-99 J. 868 dated 5-1-98, the Sub Assistant Surgeons in charge of L.F. Dispensaries on the Railway lines are bound to examine dead bodies when they are sent to them by the Railway Police.

Copy of the Government Order is herewith forwarded for reference.

The Sub Assistant Surgeons and Medical Officers generally are also to carry out strictly the conditions indicated in THE RULES FOR PERFORMANCE OF POST MORTEM EXAMINATIONS, a copy of which was sent with this office No. 3199-207 dated 4-1-1910 and No. 3182-98 dated 4-1-1910.

For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.,

No. 1013-36 Dated, Bangalore, 1st September 13.
2

CIRCULAR.

Instances having been brought to the notice of the Senior Surgeon wherein (1) Government servants were alleged to have been asked for payment of fees for treatment at Government Institutions, by Medical Officers in the Service of the State, and (2) objectionable methods had been adopted to screw out money from patients other than Government servants seeking treatment at the hands of the Medical Officers, the Senior Surgeon hereby directs that all patients that voluntarily attend the Government Hospitals shall be treated free.

2. Medical Officers that are under the rules in force allowed to take up private practice, may have private hospitals and Nursing Homes of their own in which they may treat such individuals as voluntarily desire to be treated as private paying patients.

3. Under no circumstances should people coming to the hospitals for treatment be coerced or even persuaded directly or indirectly to become private paying patients.

For Senior Surgeon, Mysore Govt.,

To

The District Medical & Sanitary Officers of Districts,
and
" Medical Officers in charge of Medical Institutions.

I

Circulars issued during the year 1912.

8/1

Office of Senior Surgeon, Mysore Govt.,

No. 3097-115 Dated, Bangalore, 6th February 1912.

CIRCULAR.

Under orders of the Government, the District Medical Officers are informed that the instructions conveyed to them in Circular No. 12-20 dated the 1st July 1910 in the matter of white-washing Dispensary buildings, are hereby countermanded.

All repairs to Dispensary buildings including white-washing will be executed by the Public Works Department as was being done prior to 1st February 1911.

Requisitions for periodical white-washing &c., should be sent to the Executive Engineer of the Division.

Personal Assistant,

For Offg Senior Surgn, Mysore Govt.,

To

The District Medical Officers of Districts.

9

Office of Senior Surgeon, Mysore Govt.,

No. 3161-83 Dated, Bangalore, 7th February 12.

CIRCULAR.

The Comptroller having taken objection to both the relieving & the relieved officer while taking over charge of a Dispensary, being on duty in the same office in contravention of Article 247 (b) Mysore Service Regulations, the District Medical Officers and Medical Officers in charge of Institutions are requested to instruct the Assistant Surgeons or the Sub Assistant Surgeons as the case may be, in charge of L.F.Dispensaries & on duty at the Hospitals & other Institutions in their charge that the handing over & taking charge of the Dispensaries must be accomplished within the period of their joining & preparation time.

O. V. Venkatarao

Offg Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 4338-46 Dated, Bangalore, 27th April 1912.

CIRCULAR.

Government having, in their order No.7600-1/Med.167 11-2 dated 15th April 1912, sanctioned the incurring of an expenditure not exceeding Rs 2-8-0 a month in Local Fund Dispensaries from the contingencies of the respective Institutions, on account of wages to Washerman & Scavengers engaged for the Dispensaries, the District Medical and Sanitary Officers are hereby enjoined to issue necessary orders to all their subordinates, so that they may engage the services of the Washerman & Scavenger whenever there arises a necessity for the same.

Personal Assistant,

For Senior Surgeon, Mysore Government

To

The District Medical and Sanitary Officers.

Office of Senior Surgeon, Mysore Govt.

No. 4405-10 Dated, Bangalore, 30 April 1912.

Circular

The Senior Surgeon having noticed this morning that the Basavangudi Dispensary had been left for these few days past in sole charge of a boy compounder who was prescribing and dispensing medicines on the ground that the Medical Officer in charge was ill and had applied for Casual leave, it is hereby directed that the Medical Officers or Subordinates, as the case may be, in charge of the Dispensaries in the City of Bangalore, shall apply to the Senior Surgeon for Casual leave and not to the District Medical Officer who is out on Circuit for nearly 15 days in the month and they shall avail of the leave only after a reliever takes charge of their duties. It is also enjoined that under no circumstances shall the writing up of important registers be left

to the Compounder or other Servant of the Dispensary, but that the same shall be kept up solely & entirely by the Medical Officer or subordinate in charge of the Dispensary.

(Sd) P.S. Achyuta Rao
Senior Surgeon M.E.

Circulars issued during the year 1911

Office of Senior Surgeon, Mysore Govt.

No. 3302-24 Dated, Bangalore, 16/17 January 1911.

CIRCULAR.

It has been noticed of late that the leave statements of non-gazetted Medical Officers, submitted by the officers of the Department are not correctly prepared and that they have, unwittingly, been the cause of irregular grant of various kinds of leave to which the officers recommended by them were not entitled. The undersigned would therefore, once again invite the attention of all the Medical Officers to the marginally noted circular orders on the subject and to their primary share of responsibility in the preparation of such leave statements correctly as custodians of the Service Registers of their subordinates, the Service Register being the main guide to declare the amount and nature of leave at the credit of each official or officer. The importance of the correct maintenance of these registers having been already well impressed on all the officers through Circular No.2487-517 dated 23-11-07/28, it would suffice here to draw their attention to the same.

No.3796- 818 dated 24- 6-03)
" 1991-2018 dated 11-10-04)

2. It should therefore be distinctly understood that if, in future, the leave statements are not correctly prepared and thereby this office is misled to grant the leave when no such leave as recommended by the Medical Officer, is due, the officers responsible for the submission of the leave statement will be held personally liable for the amount of leave allowances paid in consequence of their wrong recommendation.

Offg Senior Surgeon, Mysore Govt.

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 3284-301 Dated, Bangalore, 16/17 January 1911.

CIRCULAR.

Has the honor to request that he will be good enough to furnish this office with a list showing the religion of every Midwife serving in his District or under him and insert the same in the monthly returns of Medical Officers and Subordinates submitted to this office.

2. The particulars noted in the margin may also be furnished in the list and submitted as early as possible.

3. In the case of Christian Midwives, it should be distinctly specified if they are Roman Catholics or Protestants.

1. Name of Midwife -
2. Date of birth -
3. Date of commencement of service -
4. Salary - Pay
   Allowance -
5. Present station -
6. Date of assumption -
7. Remarks.

Personal Assistant,

For Offg Senr.Surgn. Mysore Govt.

To

The Distt Medl & Sanitary Officers
The Medical Officer, Maternity Hospital, Bangalore,
The Superintendent, H.H. the Maharanees Hospl, Myso
The Superintendent, Plague Camp, Bangalore, through the Offg Sanitary Commr. in Mysore.
The Superintendent, Plague Camp, Mysore, ---do---
Medical Officer, I.S. Regiment, Bangalore.
The Medical Officer, Palace Dispensary, Mysore.
--do-- Sivasamudram.
--do-- Female Dispy. K.G. Fields.
The Hospital Assistant, Marikanave.

Office of Senior Surgeon, Mysore Govt.

No. 3375-97 Dated, Bangalore, 19th January 1911.

CIRCULAR.

It having been brought to the notice of the Offg. Senior Surgeon, that an Hospital Assistant has granted an inconclusive age certificate in respect of a girl, in connection with a case of an infant marriage, the District Medical and Sanitary Officers of Districts and the Medical Officers in charge of Institutions, are requested to instruct the subordinates serving under them, that in all such cases the certifying medical men should state specifically whether the girl is under or above the age prescribed by the Government, so also in the case of boys and men.

T. J. Campbell

Offg. Senior Surgeon, Mysore Govt

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

No.1476. The Pasteur Institute of Southern India,

COONOOR.

CIRCULAR

To

All Medical and Veterinary Officers.

Please communicate the contents of this to all your subordinates.

Both Medical Officers and the public generally seem of late to have been placing too high a value on the result of the microscopic or other examination of animals suspected to have been suffering from rabies, that is to say, there is a tendency to send specimens for examination to this or other laboratories and to await a communication before proceeding to Coonoor for treatment. It must be emphasised that, as far as the patient is concerned, the result of the laboratory examination is of no importance. A positive result means that the animal had rabies, a negative result merely means that rabies could not be detected with certainty, and does not mean that the animal was not suffering from rabies. Specimens may be badly preserved or badly prepared and thus give negative results.

Persons who have run risk of infection should, therefore, be advised to start for treatment at once without wiating to hear the result of the examination of the animal. If positive, nothing will have been gained by the delay; if negative, there is still no proof that the animal was not mad. The earlier treatment is begun after infection the better chance does the patient stand of being immunised in time.

Sd/ J.W. Cornwall,
Major I.M.S.,
Director.

------oOo------

Office of Senior Surgeon, Mysore Govt.

No. 3462-84 Dated, Bangalore, 21 January 1911.

Copy of the above is forwarded for information and communication to the officers & subordinates serving under them.

~~Personal~~ Assistant,
For Offg Senior Surgn, Mysore Govt

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.,

No. 4273-95 Dated, Bangalore, 17/18 March 1911.

CIRCULAR.

It having been brought to the notice of the Senior Surgeon that Hospital Assistants on their transfers draw full charge allowance of their old stations, after joining new stations, the District Medical and Sanitary Officers and the Medical Officers in charge of Institutions are requested to instruct the subordinates serving under them to put a stop to the procedure and they are to draw only the charge allowance due for the period they may actually be in charge.

Personal Assistant,

For Senior Surgeon, Mysore Governmen

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.,

No. 5187-95 Dated, Bangalore, 22/27 April 1911.

CIRCULAR.

The District Medical and Sanitary Officers of Districts are requested to see, that they do not allow the Hospital Assistants serving under them, to interfere in the construction of buildings passed by this office.

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sany Officers of Districts.

Office of Senior Surgeon, Mysore Govt.

No. 5196-219 Dated, Bangalore, 22/24 April 1911.

CIRCULAR.-

In drawing attention once again to the various circulars issued from this office, ending with Cir.No.3302-24 dated 16-1-1911, anent sending leave applications to this office, it is observed that some of the Medical Officers do not pay strict attention to the circulars and are in the habit of sending up leave applications without the necessary accompanying papers noted in the margin. This wastes time and gives much trouble. It is the clear duty of every officer to see that the papers sent to this office are in order. If officers will not do their duty, their allowances will be stopped.

1. Leave statement
2. Address while on leave
3. Certificate of bearing the travelling allowance of the reliever
4. Declaration under Art. 460 of the M.S.R. in cases of privilege leave.

2. Details of casual leave granted need not be entered in the leave statement as it serves no purpose.

Personal Assistant,

For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 171-93 Dated, Bangalore, 13 July 1911.

CIRCULAR.

Has the honor to invite attention to the Circular published by the Comptroller on pages 833-835 of Part II of the Mysore Gazette dated the 29th June 1911, re the Annual Return of Establishment for 1st July 1911 and to request that the return therein called for may be kindly prepared & submitted to this office allowing sufficient time for the same being checked and forwarded to the Comptroller before the due date.

2. It is hoped that sufficient care will be bestowed on the accurate preparation of the return so as to minimise the chances for unnecessary correspondence which would otherwise arise & retard the timely despatch of the return from this office to the Comptroller.

Personal Assistant,

For Offg Senr Surgn, Mysore Govt.,

To

The District Medical & Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 356-64 Dated, Bangalore, 20/21 July 1911.

CIRCULAR.

In supersession of all previous orders on the subject and in view to minimise clerical work in the offices of THE SENIOR SURGEON and DISTRICT MEDICAL OFFICERS, the Offg. Senior Surgeon hereby empowers the District Medical Officers to appoint - fine - suspend or dismiss, without reference to this office, all menial servants below the rank of Compounders. Reports of such need not be made to this office unless called for.

2. Service Registers, however, of these servants should be duly kept up to date and all punishments with full reasons therefor duly noted therein.

3. A quarterly statement of dismissed servants of the rank of and above peons, should be submitted in due form, as has been usual hitherto.

4. District Medical Officers may also grant to menial servants, without reference to this office, any kind of leave so long as such grant does not put the Government to any extra expenditure whatsoever.

5. The following documents now being submitted to the Senior Surgeon's office to be hereafter discontinued- viz,-

(a) Occasional.

Report of the grant of casual leave to other than Gazetted Officers.

(b) Monthly.

1. Statement of casual leave granted to Medical Officers & Subordinates.

2. Return of changes in the Medical Establishment.

3. Statement shewing particulars of the amount spent on travelling allowance on behalf of Medical Officers and Subordinates.

4. Statement shewing the amount remitted to the Treasury.

(c)

(c) Quarterly.

1. Statement of fresh men entertained.
2. Statement of promotions given.

Offg Senior Surgeon, Mysore Govt.,

Office of Senior Surgeon, Mysore Govt.

No. 1522-45/1

Dated, Bangalore, 15 Novr. 1911.

CIRCULAR.

The accompanying Government Order (No. 3181-2/Med.128-10-5 dated 3rd November 1911) is sent for information.

He is requested to ascertain and report how many of those now drawing Rs. 40/- per mensem will be willing to receive Rs. 60/- per mensem after 7 years service in the Rs. 40/- Class and how many are willing to be graded according to the revised classification under this order. A statement giving the names with full particulars to be submitted as early as possible.

2. The newly created Sub Assistant Surgeons are not gazetted officers.

Offg Senior Surgeon, Mysore Govt.

To

The District Medical & Sany Officers, and

" Medical Officers in charge of Institutions.

Proceedings of the Government of His Highness the Maharaja of Mysore,

READ—

The late Chief Commissioner's Notification No. 102, dated the 7th June 1871, publishing for general information the rules for the establishment of a native subordinate Medical Department in the grade of Hospital Assistants for local service in Mysore.

2. Government Order No. 531-2—Med. 187-04-2, dated the 12th July 1905, sanctioning the increase of the number of Senior Hospital Assistants from 3 to 6, *i.e.*, 4 on Rs. 60+30, and 2 on Rs. 60+20 per mensem.

3. Government Order No. 3868-9—Mis. 736, dated the 23rd September 1897, sanctioning the revision of the Medical Establishment in the State.

4. Letter No. 3659—B. & R. 650, dated the 14th December 1910, from the Comptroller, forwarding with his remarks the following letter No. G. 7, dated the 2nd July 1910, from the Senior Surgeon proposing the alteration of the designation of "Hospital Assistants" into "Sub-Assistant Surgeons" and the revision of the scale of their pay in conformity with certain changes recently introduced in the Madras Presidency :—

"With reference to recent orders issued by the Government of Madras altering the designation of the Hospital Assistants and improving their pay, I have the honor to recommend that the Hospital Assistants in the Mysore Service be accorded similar privileges, and that with as little delay as may be convenient to His Highness' Government. The new designation adopted in Madras is Sub-Assistant Surgeons, and as it is desirable that our nomenclature should conform to that of Madras, it seems necessary to adopt this as the new title for our Hospital Assistants also.

2. This will, of course, necessitate some change in the designation of our Gazetted list, and I propose that the officers now designated Civil Surgeons be called simply "Surgeons" in future, the word "Civil" being merely a relic of the past, and graded first, second and third grade Surgeons; while the Sub-Assistant Surgeons should be amalgamated with the Assistant Surgeons, the whole lot being divided into 7 grades of Assistant Surgeons.

The Honorary list would consist of Honorary Assistant Surgeons of the 3rd, 4th, 5th and 6th grades.

Senior Hospital Assistants would be called Senior Sub-Assistant Surgeons.

The rest of the Hospital Assistants would be called Sub-Assistant Surgeons. Passed Medical Pupils would be called Passed Sub-Assistant Surgeons.

3. Herewith is a proposition statement showing what the change of pay will cost the Province.

The pay of our Senior Hospital Assistants is allowed to stand as at present as I am not in favor of reducing their scale considering the small number of appointments in that grade.

When one considers the amount of sanitary work our Hospital Assistants perform over and above purely Medical work, work which is not, I believe, required of similar officials in Madras, I don't think there should be any hesitation in placing them on pay corresponding to that given in Madras. Our Hospital Assistants also have serious disabilities from which their brethren in Madras do not suffer, in that they draw no house rent nor obtain free quarters as is the rule in Madras.

4. I beg therefore that very early orders be passed on my propositions, so that our Hospital Assistants may not long suffer under treatment inferior to that accorded to their brethren in Madras. I further recommend that the rules be issued with retrospective effect so as to date from 1st April 1910 the day on which the rules came into force in Madras."

No. 3181-2—MED. 128-10-5, DATED BANGALORE, 3RD NOVEMBER 1911.

ORDER THEREON.—Government are pleased to sanction the following changes in the Medical Department :—

(1) Hospital Assistants will hereafter be styled "Sub-Assistant Surgeons" and their pay will be fixed as shown below :—

						Pay Rs.
4th class	Sub-Assistant Surgeons,		1 to 5 years' service		...	... 30
3rd	do	do	6 to 10	do	...	... 40
2nd	do	do	11 to 15	do	...	... 50
1st	do	do	over 15	do	...	... 60

(2) The Senior Hospital Assistants will be styled Senior Sub-Assistant Surgeons and their number will be fixed at 6, 3 on Rs. 80 and 3 on Rs. 70 per mensem.

(3) The present Sub-Assistant Surgeons of the 1st, 2nd and 3rd classes will be styled Assistant Surgeons and graded as the 5th, 6th and 7th classes of Assistant Surgeons respectively. The existing rules laid down in para 4 of the Government Order dated the 23rd September 1897 about promotion from class to class among Assistant Surgeons will apply to the first four classes and those laid down in para 6 of the said order about promotion of Sub-Assistant Surgeons to the other three classes of Assistant Surgeons in the revised classification. The promotion of an Assistant Surgeon from the 5th to the 4th class will, as heretofore, be regulated by vacancies and merit and not according to a time scale.

(4) The Honorary Grade of Medical officers will consist of Honorary Assistant Surgeons of the 3rd, 4th, 5th and 6th grades.

(5) Civil Surgeons will be styled Surgeons.

(6) The Hospital Assistants who, at present, have been drawing Rs. 40 per mensem shall be given the option of receiving the promotion due to them under the rules laid down in the late Chief Commissioner's Notification dated the 7th June 1871 read above (that is, to a pay of Rs. 60 after seven years' service in the Rs. 40 class) or of being graded according to the revised classification under this order.

2. The present Senior Hospital Assistants will continue to draw their present salary as against the places in the revised scale till they are otherwise provided for or till their places become vacant.

3. In the case of Sub-Assistant Surgeons under this order, the scale of pay as fixed in para 1 (1) *supra* shall be given effect to from the 1st October 1911, the extra charge involved being met during the current year as far as possible by a reappropriation of the sanctioned budget grants.

4. The rules contained in Government Order dated 23rd September 1897 in regard to the promotions of Medical officers and subordinates and the number of appointments in each grade, shall continue to be in force in so far as they are not modified by this or any other order of Government.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Senior Surgeon with the Government of Mysore.
The Comptroller, Mysore Government.

Exd.—C. V.

97

1911-12

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

LOCAL FUND AND SANITARY
(MEDICAL)

PROCEEDINGS

Dated 3rd November 1911

No. 3181-2 / Med. 128-10-5

OFFICE OF SENIOR SURGEON & SANY. COMMR. MYSORE GOVT.
14 NOV. 1911
BANGALORE.

Sanctions the revision of the scale of pay and the alteration of the designation of Hospital Assistants in the Mysore State and certain consequential changes in the designation of officers of the Medical Department.

GPB—11-11-11—200

Office of Senior Surgeon, Mysore Govt.,

No. 2036-59 Dated, Bangalore, 21 November 1911.

CIRCULAR.

For original order vide H.S. 20 Ali Khaleels file

In continuation of this office Circular No.3375-97 dated 19-1-1911, it is hereby directed that the Medical Officers and Subordinates granting AGE certificates for purposes of marriage or proving majority or minority, should invariably take thumb impressions on the certificates of persons whose age is certified.

Personal Assistant,

For Offg Senr Surgn, Mysore Govt.,

To

The District Medical and Sanitary Officers, &

The Medical Officers in charge of Institutions.

Sanry: Commr M. G.

Circulars issued during the year 1910

SENIOR SURGEON & S. M. BANGALORE
27. NOV. 1909
BANGALORE.

Rules Concerning Post-mortem Examination by Medical Officer.

31

No. 3199-207
4-1-10
forwarded

Rules for Post-mortem Examination.

COMPILED BY LIEUT.-COLONEL JOHN SMYTH, M.D., I.M.S.,
SENIOR SURGEON WITH THE GOVERNMENT OF MYSORE,

AND APPROVED OF BY GOVERNMENT
IN THEIR ORDER NO. 518-20—MED. 253-08-2,
DATED THE 14TH JULY 1909.

Rules Concerning Post-mortem Examination by Medical Officer.

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1. The Medical Officer shall, immediately on receiving from any person, for examination, a corpse or any other substance, inquire and note down the name and residence of such person and, if the latter be a Police Officer, his number and rank, and shall, without delay, grant to such person a receipt for the corpse or other substance delivered by him. The receipt so granted shall contain a list of the articles or substance received by the Medical Officer, and the name of the person from whom they were received and to whom the receipt is given.

2. In cases where a corpse is sent to him, the Medical Officer should note the exact time of its arrival, the date and hour of the *post-mortem* examination, the sex, height and apparent age of the deceased, the state of the body, whether well nourished or otherwise, the existence or absence of any caste or other marks not of recent origin, such as cicatrices, deformities and the like: and whether the marks upon it correspond with those in the Police or other report. He should also note the state of the body as regards decomposition and *rigor mortis*; also, its temperature to the touch as well as the nature and condition of the clothing, if any.

3. In cases where he has been taken to the place where a corpse lies, besides the above, he should note the place and nature of the soil (if out in the open country) where he found the body, its position as it lies, and the state of the clothes if any.

He should also note, in cases of death from violence, the position of the body in reference to surrounding objects, such as sharp stones and the like, contact with which, it may be alleged, has produced the injury; also whether any blood stains are visible on such objects or anywhere near the corpse, and whether any weapons are lying near it. In cases of suspected death from poisoning, he should note whether any appearance, as of vomited matters, etc., is present in the neighbourhood of the body. *He should preserve for examination any vomited matter he may be able to collect.*

4. Commencing at the skull and terminating at the feet, he should examine the bones to determine whether any of them are fractured or dislocated, and inspect the vertebral column throughout; also the teeth, hair, orifices of the body and general surface; and also note the state of the pupils, whether contracted or otherwise, and whether any substances are grasped in the hands. He should also note whether there is any prolapse of the bowel.

5. If there be any wound or contusion of the body, he should describe its position, length and breadth. He should note the depth and direction of all the wounds, whether there are any cuts on the clothes corresponding to them and examine the wound carefully for the presence of foreign bodies, preserving such as are found. He should also state whether, in his opinion, the wound was mortal, giving his reasons for such opinion; and he should be specially careful to examine the neck for marks of compression.

6. He should state his opinion as to whether the wounds, if any, could have been self-inflicted, or whether they might have been the result of accident, giving reasons for his opinion.

7. He should carefully examine any gun, sword, blood-stained instrument, stick or stone, by which the wounds may have been inflicted, and mark such

instrument so as to be able to recognise it, if asked to do so. He should also compare the weapon with the wound alleged to have been caused by it, and state whether, in his opinion, it was possible for the wound to have been produced by it.

8. He should commence his dissection of the body, as soon as possible after its receipt, by removing the top of the skull in the usual way with a saw, and note anything that may appear unusual. He should be careful not to mistake any of the various bony processes for fracture, noting carefully the precise situation of any blood or clot, other than that due to the procedures of the *post-mortem* examination.

9. He should then make an incision from the chin down to the pubes, so as to be able to examine the tongue, mouth, windpipe, œsophagus, heart, lungs, liver, stomach, spleen, kidney and intestines, also the urinary bladder, and note whether any of these organs appear diseased, and whether any wound on the outside of the body communicates with the contents of the chest or abdomen; also the nature of any fluid he may find in the pleural or peritoneal cavity.

10. In manipulating friable organs such as lungs, liver, kidneys, and especially the spleen, he should be careful not to rupture them. If he finds a rupture in any of them he should note whether there is any blood clot in the rupture.

11. In making his examination he should disturb, as little as possible, any organ which may communicate with an external wound, if he has reason to think that the body may be re-examined by another medical man.

12. In the cases of females, he should examine the ovaries and uterus, bearing in mind that abortion is sometimes caused by the introduction into the uterus of pointed instruments which may cause death. He should note the presence or absence of pregnancy, and, if pregnancy exist, the probable period to which

it has advanced; and examine the external generative organs for marks of violence.

13. In the case of infants, he should note the condition of the umbilicus and cord, if any of the latter remain. He should also remove the lungs, and try whether they sink or float in water.

14. In cases of suspected poisoning, he should not neglect to examine every organ of the body, and should pay special attention to the rules laid down hereunder with reference to the duties of the Chemical Examiner.

15. He should bear in mind that death may possibly have been the result of starvation, exposure to cold or heat, smothering, drowning, lightning, strangulation, poisoning or disease; and, if he considers death was due to any of these causes, he should give his reasons.

16. He should keep all his original notes accurately entered in a special rough *post-mortem* book from which he should compile the formal certificate to be given to the Police, and should not lend them to any one to read. The rough notes should always be signed by him, and be completed before the certificate is filled in.

17. In all cases, the examination of the body should be thorough, and the notes of the appearances discovered should be as minute as possible.

18. No one is to be allowed to be present at a *post-mortem* examination, except a Medical Officer or Subordinate, the necessary hospital servants, a Magistrate, Police Officer or other authorized official deputed by proper authority for the promotion of the ends of justice.

19. *Post-mortem* examination should be conducted with all decency, and completed by carefully suturing all skin incisions and cleansing the surface as well as possible.

20. Full notes should also be made in cases of examination of wounded persons.

21. When summoned to give evidence in any case in which he has made a *post-mortem* examination, the Medical Officer should bring with him to Court, the Post-mortem Register containing the original notes made by him at the time of conducting such examination.

22. The Medical Officer should submit, in the authorized form, the results of the *post-mortem* examination held by him along with the inference or inferences deducible therefrom, to the Police authorities within twenty-four hours from the completion of such examination. Should he desire to be furnished with additional facts in connection with the history of the case, before pronouncing a final opinion, he must embody the expression of such reservation in his report. This rule does not alter the procedure in cases of actual or suspected poisoning, the reservation in such cases being dependent upon the submission of the report of the Chemical Examiner.

23. When the Medical Officer is working under the orders of a District Medical Officer, he shall also, at the time when he sends or hands over to the Police his report on a *post-mortem* examination just completed by him, send a copy of the same to his District Medical Officer, who will enter thereon such remarks as he may deem necessary and return it without delay to the Examining Medical Officer. The latter shall make a copy of the District Medical Officer's remarks in his own office copy and then send on the report containing the District Medical Officer's remarks to the Police Authority to whom he sent his original report.

Whenever a District Medical Officer has reason to be dissatisfied with the *post-mortem* examination conducted by a Medical Subordinate, he may himself hold or depute any other competent officer under his orders to hold another examination.

24. No erasing should be made in a report. Alterations should be made by scoring out the part to be deleted, initialling the same and writing in the proper words afresh above the deletion.

Rules regarding the transmission of suspected substances to the Chemical Examiner and their analysis.

1. In the transmission of suspected matters (in cases of poisoning or suspected poisoning) to the Chemical Examiner for analysis, the following rules are to be observed:—

(*a*) Three objects should be carefully attended to in the despatch of all suspected matters: the proof of identity; the possibility of any interference during transit; and thirdly, preservation from decomposition.

(*b*) Articles for analysis should be enclosed in perfectly clean glass bottles or jars, accurately corked, tied and sealed with hard wax, and by the private seal of the Surgeon or Magistrate. Bottles, etc., should be enclosed in a thick layer of cotton, and all placed in tin, soldered and sealed. When wooden boxes must be used, these should be taped and sealed at every opening below as well as above. When it is impossible to obtain glass bottles or jars in which to transmit the portions of the body intended for chemical examination, clean new earthen pots or jars should be substituted. But these should not be used till every effort to obtain glass or glazed jars has failed.

(*c*) All liquid and animal matters liable to decomposition should be put up in, or mixed with the strongest spirit available; this

effectually prevents decomposition, and without interfering with the subsequent analysis, obviates many serious accidents.

(*d*) A minute and detailed account of the case, symptoms, appearances on dissection, and treatment, if any, should, in every instance, be forwarded, as these afford a clue, not only to the kind or class of poison made use of, but also not unfrequently to the individual or identical poison itself.

(*e*) In cases where arsenic or any other mineral poison is suspected, and when the patient has survived for twenty-four hours or more after its exhibition, the liver should be sent, as well as the stomach and a part of the intestines, also a portion of any suspected matter, which might have been the vehicle of exhibiting the poison, as food, rice, conjee-water, etc. When any substance vomited by a patient is forwarded, it should be mentioned whether it is a portion of the first vomiting or not; the matters emitted by the first vomitings are most likely to contain portions of the poison.

2. The rules for the transmission of suspected substances, as above given, will not prevent analysis being made by Medical Officers at out-stations, who may have the means of examining suspected matters, and it is desirable on legal grounds, that local analysis should be made whenever possible.

3. If a partial examination of a suspected substance has been made by the Medical Officer on the spot and the substance is subsequently forwarded to the Chemical Examiner, the result of the local investigation is to be stated.

4. Police officers, Magistrates and others should, in every case, forward suspected substances in the

first instance to the District Medical Officer, and this officer, if unable to come to a definite opinion thereon, is responsible for their transmission to the Chemical Examiner with every needful statement elucidatory of the case.

Circular No. 70, dated 26th June 1907, from the Inspector-General of Police in Mysore.

Instances having come to notice in which the Police have called upon Medical Officers to proceed to the spot, to hold *post-mortem* examination in cases of unnatural or suspicious death, when it would have been more convenient and better for the body to have been taken to the nearest Dispensary, the attention of all Police Officers is drawn to clause (3) of Section 174, Criminal Procedure Code, quoted below for ready reference :—

> "When there is any doubt regarding the cause of death, or when for any other reason the Police Officer considers it expedient so to do, he shall, subject to such rules as the Government may prescribe in this behalf, forward the body with a view to its being examined, to the nearest Civil Surgeon or other qualified medical man appointed in this behalf by Government if the state of the weather and the distance admit of its being so forwarded without risk of such putrefaction on the road as would render such examination useless."

2. The Inspector-General fears that in some cases too wide an interpretation is given to the last qualifying sentence which governs the whole para. This sentence is restrictive, and contemplates *exceptional* cases, in which the usual procedure of sending the body to the nearest hospital or dispensary for *post-mortem* examination may be deviated from. Such instances are few and far between.

3. The advantage of sending bodies to the nearest hospital or dispensary is obvious, as it is there that the necessary appliances are at hand which are needed for a systematic *post-mortem* examination.

4. The late Chief Commissioner's Circular No. 237, dated the 25th September 1875, on the subject is in consonance with the above.

5. It is therefore directed that, as a general rule, bodies should be sent to the nearest hospital or dispensary for *post-mortem* examination; exception being made only in such cases where it is impossible to do so either, from the state of the weather or the great distance.

6. In sending bodies for *post-mortem* examination the following instructions should be attended to:—

(i) The body should be sent in a light and strong doli (litter) with a covering to protect it from sun and rain.

(ii) The clothing left on the body must be properly secured round it; any instrument likely to have caused death being carefully secured.

(iii) Police officers along the route are bound to assist in obtaining men to carry the doli or stretcher, so that the body may be sent in as rapidly as possible.

(iv) Two Police officers who have been present at the investigation shall accompany the body, and if necessary, suitable means of conveyance shall be provided for them.

(v) On the arrival of the body at its destination it shall be at once placed and watched in the dead house and intimation sent to the Medical Officer.

(vi) When forwarding such intimation all available information as to the supposed cause of death must be given.

(vii) If the *post-mortem* examination is conducted in a mofussil hospital or dispensary, a Police guard should be kept at the place where the examination is held and the same should not be withdrawn till the Medical Officer completes the examination.

(viii) The Police Officer sent in charge of a corpse need not be present throughout the details of the *post-mortem* examination. It will suffice if he stands sufficiently near to be able to testify that the body which had been in his charge was the one examined by the Medical Officer.

7. Superintendents and Assistants are requested to note the above instructions and see that they are strictly adhered to.

Senior Surgeon's No. 408-431, dated 19th July 1907.

A certificate should be submitted along with the post-mortem report as to whether the body was examined in the Hospital or elsewhere and whether the body was not in a fit state to be brought to the Hospital for examination.

Office of Senior Surgeon, Mysore Government

No. 3414-17 Dated, Bangalore, 18/17 Jany: 1910.

C i r c u l a r.

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As there are now several trained but unemployed Native Midwives, an effort should be made to get them employment privately till vacancies in the Service occur.

With this purpose a notice in English & Canarese is to be posted up in each Dispensary & Hospital in Bangalore giving names and addresses of such Nurses as follows:-

The Nurses named below are at present disengaged and open to engagement for private nursing.

Name	Exact address
1 A Rokiammal	No. 2 Subramanya Coil St. Cavalry Road C+M Station Bangalore -
2 Anna Mary	c/o A Rokiasamy, Butler, R.A. Mess, Ulsoor, Bangalore.
3. Mariaharanammal	c/o the Sub. Registrar No VIII Dn Basavangudi, Bangalore -

Signature of Medical Officer

and Nurses should be asked to supply any change of address and when engaged & disengaged so that the list may be kept correct.

M.D.,
Lt.Col. I.M.S.,
Senior Surgeon, Mysore Government.

To

The M.O. Vic: Hos:
M.O. Met: Hos:
Govt: Oculist
D.M.O. Bangalore, for communication to the H.E. in the charge of Dispy in the city.

No. 3524-50

Office of the Senior Surgeon. M. & S.
Dated, Bangalore, 21st January 1910

Circular.

An Hospital Assistant having altered a lie before the Senior Surgeon, a note has been made of the same against his name. The District Medical and Sanitary Officers and Medical Officers in charge of Institutions are requested to inform the Medical Subordinates serving under them of this fact, with the hope that they will try and avoid falsehood in future.

[illegible]
Personal Assistant
for Senior Surgeon. M. & S.

To
The District Medical & Sanitary Officers
The Medical Officers in charge
of Institutions

Office of Senior Surgeon, Mysore Govt.

No. 3634-753 Dated, Bangalore, 26th January 1910.

CIRCULAR.

A complete alphabetical index of all the circulars in his office is to be furnished for signature to the District Medical and Sanitary Officer within ten days of receipt of this notice. If not so furnished local allowances will be stopped till it is furnished in satisfactory form, from the said 10th day.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

To

The Hospital Assistants in charge
of Local Fund Dispensaries.

Office of Senior Surgeon, Mysore Govt.

No. 38 ~~02~~-4 Dated Bangalore, 28th January 1910.

CIRCULAR.

The names of the following midwives and their addresses may also be included in the list to be posted in each dispensary and Hospital in Bangalore City, as per circular No. 3414-17, dated 13/17-1-10.

Name	Address
Mrs. S.K. Abishagamanadan	C/of Mrs. K.Peeraji 93 (a) General Broadway Road - Bangalore Cantonment.
Catharine	C/of Mr. Rajoo, Chief Guard No. 63 Mill Road, Bangalore City.

Personal Assistant,
For Senior Surgeon, Mysore Govt.

To

The Medical Officer Victoria Hospital Bangalore
" " Maternity Hospital "
The Government Oculist.
The District Medical & Sanitary Officer Bangalore District for communication to the Medical Officers and Hospital Assistants in charge of Dispensaries in the City.

No. 4228-36

Office of the Senior Surgeon M. G.
Off: Bangalore. 22 February 1910,

Circular. –

In drawing attention to this office No. dated anent the Supply of Nursing Lessons to the Midwives in the District, the District Medical and Sanitary Officer is requested to go into this matter and not cease till he finds out exactly what Midwives have no Nursing books.

(2) Such Nursing books, as are available at the Dispensaries &c, are to be given to the midwife to be retained by her so long as she is in the service and replaced by her, if lost before she leaves the service. The book must be in a language the Midwife can read. When all the books are distributed, books will have to be provided for those who remain without them, that can read.

(3) A statement showing the names of the Midwives who are provided with the books with the languages they can read and also of those who are not provided with the languages they can read, may be forwarded at a very early date, with a report as to what had become of the books already supplied in this office number under reference.

(4) The Hospital Assistants are to be directed, to report in future, to Distt. Med. & Sany: Officer, that, when a Midwife is transferred from one place to the other, she has reported in the new station with the book supplied to her in her former station.

(5) The book should be kept in the Dispensary when the Midwife goes on leave.

(6) The Hospital Assistants will be held responsible, if they fail to attend to the above 2 instructions, viz 4 and 5

Personal Assistant
for Senior Surgeon M. G.

To
The District Medical and Sanitary Officers

Office of Senior Surgeon, Mysore Govt.

No. 4778-93 Dated, Bangalore, 21 March 1910.

CIRCULAR.-

In drawing attention to the circulars noted in the margin, anent the submission of notes taken during the course of reading the library books, it is observed that the Medical Subordinates submit notes on Journals copied in pencil, in bits of paper.

Cir No.2406-28, dated, 19-11-09)
Cir.No.4316-38, dated, 26- 2-10)

2. The District Medical and Sanitary Officer and Medical Officers in charge of Institutions are again requested to instruct their subordinates that they are to submit notes taken during the course of reading the library books in the Dispensary and not of Journals. The notes are to be written in ink in note books, and when completed should be sent before 31-3-1910, as per circular dated, 26-2-1910.

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

No: 4992-5001

Office of Senior Surgeon, M. C.
P. Bangalore, 18th April 1910.

Circular

The District Medical and Sanitary Officers of Districts are informed that, when Hospital Assistants are sent to Head Quarters for instruction in Post Mortem work, they should see that the Hospital Assistants take careful notes, as directed by the District Medical and Sanitary Officers, of 3 complete Post Mortems at head

[illegible]

Asst. Assistant
for Senior Surgeon, Mysore Forces

The District Medical & Sanit: Officers, and
" Medical Officer, Victoria Hospital, Bangalore.

No. 5155-63

Office of Senior Surgeon Mysore Fort
Dated Bangalore, 6 April 00.

Circular :-

Each District Medical Officer should send a list of the books available for loan at the head quarters library to the Hospital Assistants in his District. The list should be hung up in a conspicuous place in the Dispensary Compounding room. When any new book is added to the Head Quarters library, its name should be immediately intimated to the Hospital Assistants in the District.

~~The Medical Officer~~

The District Medical Officer when lending a book should inform the borrower how long he will be at liberty to detain it. A week would be a fair limit.

Pend. Asst.
for Senior Surgeon M.S.

The Medical Officer, Victoria Hospital, Bangalore for favour of compliance
The Dist. Med. & Sang. Officers of Kolar
Tumkur
Mysore
Hassan
Shimoga
Kadur
Chitaldrug
Kd. 205 for compliance

No: 5286-309

Office of Senior Surgeon, Mysore Cork
Bangalore, 12th April 14 Co.

Circular

In drawing attention to this office No. 3777-85, dated 27.1.10, forwarding copies of circulars to the Hospital Assistants serving in the District, and indexing the circulars in this office alphabetically. The District Medical and Sanitary Officer is requested to see that the allowances are strictly stopped in accordance with the circulars.

The District Medical and Sanitary Officers and Medical Officers in charge of Institutions are also requested to keep a complete alphabetical index of all the circulars in their respective offices and report at once to this office whether they have done so.

F. A. Cayatakko
Perol. Asst
for Senior Surgeon, Mysore.

To

The Distt. Med. & Sang. Officers, and
The Med. Officers in ch. of Institutions

No: 5277-85

Office of Senior Surgeon, Mysore & Coorg
Bangalore, 14 April 1910.

Circular

Some months ago the Senior Surgeon had ordered in Cir. No: 22 bis-68, dated, 10.11.09, the non-keeping up of registers of villages in the Taluqs by the Hospital Assistants in charge of Local Fund Dispensaries. In spite of this order an Hospital Assistant was found keeping up such a register.

The District Medical and Sanitary Officers are requested to issue a circular at once, if they have not already done so, directing the Hospital Assistants in charge of Local Fund Dispensaries to discontinue keeping up of such a register.

G. V. Acharyulu
Asst. Asst
for Senior Surgeon, Mys & Coorg

To

The Distt. Med. & Sanit. Officers.

Office of Senior Surgeon, Mysore Govt.

No. 5356-78 Dated, Bangalore, 15/16 April 1910.

C I R C U L A R.:-

Has the honor to enclose herein a printed slip with spare copies for distribution among all the Hospital Assistants serving under him, with the direction that it should be pasted at the end on page 10 of the rules concerning Post-mortem examination, copies of which were sent to him with this office No. 3199-207 / 3182-98 dated, 4th January 1910.

O. T. Venkataraiah

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

To

The Distt Medl and Sanitary Officers, and
The Medical Officers in ch of Institutions.

Senior Surgeon's No. 408-431, dated 19th July 1907.

A certificate should be submitted along with the post-mortem report as to whether the body was examined in the Hospital or elsewhere and whether the body was not in a fit state to be brought to the Hospital for examination.

No: 5800-9

Office of Senior Surgeon, Mysore Gov.
Bangalore, 21/22 April 1910.

Circular.-

In drawing attention to this office circular No: 4992-5001 dated 1st April 1910, the District Medical and Sanitary Officers are again requested that, when Hospital Assistants are sent to them for training in medico-legal work, they will see that the Hospital Assistants take notes of 3 complete post mortem Exams which shall be duly signed by the District Medical and Sanitary Officers and sent to this office for examination when the Hospital Assistants rejoin an appointment.

T. V. Ananthakrishna
Pesh. Asst
for Senior Surgeon, Mysore Gov.

To
The Distt. Medl. & Sanry. Officers, and
" Medl. Officer, Victoria Hosp. Bangalore

Vide x.a. in
Quarterly file

Office of Senior Surgeon, Mysore Govt.

No. 5716-38 Dated, Bangalore, 3rd ~~April~~ May 1910.

CIRCULAR.

The District Medical and Sanitary Officers and Medical Officers in charge of Institutions are again requested to direct the Hospital Assistants serving under them, to take the Compounder & Midwife working under them together, once a week for an hour, instruct them in their work, especially taking the Midwife through her "Nursing lesson" or other book, keeping a separate book in which he (the Hospital Assistant) will enter the date and hour of instruction and the subjects taught.

T. T. Achyutaiah

Personal Assistant,

For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 5818:37 Dated, Bangalore, 6 May 1910.

CIRCULAR.

Reference :- Circular No. 242-58, dated, 14th July 1904.

---oOo---

In regard to service in the malnad, Hospital Assistants who have served the stipulated time, viz.- two years are only relieved at their special request. If they do not apply they will remain five years as in the maidan

C. T. Achyutaráo

Personal Assistant,

For Senior Surgeon, Mysore Govt.

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 5850-72 Dated, Bangalore, 6/7 May 1910.

CIRCULAR.

In future it is recommended that when members of the Service go home to England privately to obtain a European degree in Medicine that they should consult the Senior Surgeon as to the degree they propose to take, because there are several 'degrees' obtainable in Europe, & which are now again obtained by those who go Home, but which cannot for the future be regarded by the Senior Surgeon as a recognisable qualification in Medicine. Such degrees have hitherto been recognised by this office as a "higher qualification" but henceforth they will not be so recognised or as entitling the possessor to any special consideration whatever.

O. T. Achyutarao

Personal Assistant,

For Senior Surgeon, Mysore Govt.

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

CV-6510

Office of the Senior Surgeon
Mysore Government
Bangalore.

No. 6238-60 dated 1/2 June 1910.

Circular.

An Hospital Assistant of the 1st grade having been reported to be of intemperate habits in spite of repeated warnings, has been reduced to the next lower grade for a year as a punishment. The District Medical and Sanitary Officers and Medical Officers in charge of Institutions, are requested to communicate the above, to the Subordinates serving under them

[illegible]
Personal Assistant
for Senior Surgeon M.G.

To
The District Medical and Sanitary Officers and the Medical officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.
Dated Bangalore 1st July 1910

No. 12-20

Circular

The Senior Surgeon having noticed that the Government buildings in which the dispensaries are located, are not regularly whitewashed, the District Medical and Sanitary Officers of districts are requested to see that this is regularly done in future from "Contingencies" the dispensary staff doing the work.

Personal Assistant
for Senior Surgeon M.G.

To.
The District Medical and Sanitary Officers

No. 37-59

Office of Senior Surgeon, Mysore Govt.

Dated, Bangalore 1/2 July 1910.

C i r c u l a r

The District Medical and Sanitary Officers and Medical Officers in charge of Institutions are requested to inform the Hospital Assistants serving under them, that a Hospital Assistant has been deprived of his independent charge for a year as a punishment for refusing to perform a Post-mortem on a foetus, sent to him by the Police.

Personal Assistant

For Senior Surgeon, Mysore Govt.

C.M.D.

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 60-68

Dated Bangalore 12th July 1910.

Circular.

All Medical Officers and Subordinates in charge of Lock-ups are to take careful notes of all cases of Sickness occurring in Lock-ups, and where there is in patient accommodation at the Dispensary, to recommend the transfer of any serious case to such Dispensary and treat him there under proper guard.

Personal Assistant

For Senior Surgeon, Mysore Govt.

C.M.D.

To

The District Medical and Sanitary Officers.

Office of Senior Surgeon, Mysore Govt.

No. 555-77 Dated Bangalore 1-8- ~~July~~ 1910.

Circular.

An Hospital Assistant, who has overstayed his -- leave by one month and 10 days, has been punished by not only treating the period of overstay as leave without allow -ances, but also with a fine of Rs.5/- and warning to -- guard himself against similar misconduct. The District Medical and Sanitary Officers and Medical Officers in -- charge of Institutions, are requested to intimate the above fact to the Subordinates serving under them, to guard them- selves against such misconduct.

Personal Assistant

For Offg. Senr.Sgn. Mysore Govt.

C.M.D.

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 755-63 Dated, Bangalore, 8/9/5 August 1910.

CIRCULAR.-

An instance having been brought to notice, in which a Medical Subordinate failed to visit the Lock-up in his Taluk once a week, the District Medical and Sanitary Officer is requested to draw the attention of all the Medical Subordinates in charge of the L.M.Dispensaries in his District, to rule 29 of the Lock-up rules appended in the margin for ready reference, according to which a Medical Officer should visit the Lock-up at least once a week and as often as he receives intimation of the admission of a new prisoner and instruct them to strictly carry out the orders conveyed in the rule referred to, without giving room for any complaint in future. The visits paid in a month by the Subordinates should be noted in the monthly Abstract Return of Sick, on the facing page.

"A Medical Officer should visit the Lock-up at least once a week and satisfy himself as to the general sanitation and health of the prisoners, also as to their food, & enter his visits and remarks in a book set apart for the purpose. Should the Medical Officer find the general sanitation bad, he should at once report the matter to the Officer in ch. of the Lock-up."

Personal Assistant,

For Offg Senr Surgn, Mysore Govt.

To

The District Medical and Sanitary Officers.

Office of Senior Surgeon, Mysore Govt.

No. 996-18 Dated Bangalore, 25 August 1910.

Circular.

The Senior Surgeon, while going through the Index books of Circulars, submitted by certain District Medical and Sanitary Officers and Medical Officers in charge of Institutions, having observed various discrepancies and omissions, he is of opinion that the manner in which such books ought to be got up has not been clearly understood by most of them, and lays down certain general instructions for the proper and correct preparation of the book under reference, with a request that they may be so good as to see that these instructions are clearly adhered to not only by themselves but also by the subordinates working under them.

(1) The index does not mean the reproduction of circulars.

(2) In several cases the arrangement is most inconvenient. The thumb index down the margin is the proper way to make out a book of this kind.

(3) All the circulars are to be first arranged alphabetically and then entered in the Index book as follows:-

(a) Circular number and date.
(b) Purport of the circular should be clearly and briefly written.
(c) Reference as to page of register, circular file etc:-., in which the circulars are copied or filed.

(4)

(4) The first word in each entry should commence with the Index letter. In several cases it is the adjective instead of the noun that has been indexed- the root idea is what has to be indexed and not its qualifying adjective - e.g. "Certificate for invalid pension" should be "Pension, invalid, certificate for".

(5) Double entries are to be made in several instances to make it readily available, for example, "Index of circulars should be entered under "I", as well as under "C".

(6) Sufficient room should be allowed for additions.

(7) They should see that the subject matter of all future circulars is immediately entered under its proper letter and the Hospital Assistant serving under them do the same.

(8) Many circulars have not been indexed - These omissions should be supplied without delay.

(9) The name of the Hospital or the Dispensary to which - the index book belongs should be clearly written on it.

O. T. Achudarao

Offg. Senior Surgeon, Mysore Govt.

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 2284-306 Dated Bangalore 16/18 November 1919.

Circular.

In regard to what are called " Ordinary " Certificates of Health granted to candidates applying for further Insurance, within a period of 5 years from date of last complete Examination the Senior Surgeon expects that the Examination will always be made with such sufficient completeness, that the real state of the patients' health shall be unmistakably arrived at.

Personal Assistant

For Senior Surgeon, Mysore Govt.

To

The District Medical and Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 2587-95 Dated, Bangalore, 32 December 1910

C I R C U L A R :-

Has the honor to state that in the face of what is apparently an epidemic of Plague it is necessary that all medical men should be instructed in the methods of inoculation. District Medical Officers will therefore summon their subordinates to head quarters in batches of six at a time and duly instruct them in the method of inoculation. A single day will be enough for each batch, and during their absence from their stations, the same arrangements should be made as are usual when they take casual leave. Thereafter, on requisition by the Deputy Commissioner or District Health Officer (where such exists), the District Medical Officer will instruct the Hospital Assistant to inoculate as many as possible in his station or near village, keeping a careful record of the cases and furnishing number done to the District Health Officer or District Medical and Sanitary Officer as the case may be.

2. The necessary apparatus will be supplied by the Medical Stores on requisition by the District Medical Officer.

M.D.
~~Lt.Col.I.M.S.,~~
Senior Surgeon, Mysore Government

To

The District Medical and Sanitary Officers.

No: 2596-603 Dated 3rd Decr 10

Circular

Has the honor to state that the Dt: Medl. Officers are instructed to train their medical staff in inoculation methods and any that are so trained will be instructed by the Dt: Medl. Officer to carry out inoculation in their village on the requisition of either the Deputy Commr. or the Dt: Sanitary Officer

(S) S. V. Ramasawmiyar
for Senior Surgeon

To
The Deputy Commissioners of Districts
The Sanitary Commissioner in Mysore

Office of Senior Surgeon, Mysore Govt.

No. 2710-33 Dated, Bangalore, 12/13 December 1910.

C I R C U L A R.

The District Medical and Sanitary Officers of Districts, and Medical Officers in charge of Institutions are requested to inform the Medical Subordinates serving under them, that a 1st Class Hospital Assistant has been removed from his independent charge of a Dispensary, for carelessness in the discharge of his duty, in not submitting the report called for by the District Medical and Sanitary Officer, in connection with the illness of a Midwife.

Personal Assistant,

For Senior Surgeon, Mysore Govt.,

To

The District Medical & Sanitary Officers, and

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No 2734-57 Dated, Bangalore, 12/13th December 1910.

C I R C U L A R.

Whenever a Medical Officer or Subordinate commits an offence and is punished for it, a memo noting his official designation, offence and punishment, should be posted on the Notice Board of every District Hospital and Institution, as the case may be, the officer's name being omitted but not his rank.

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 2758-69 Dated Bangalore 12/13 December 1910.

CIRCULAR TO EXAMINERS OF GOVT' LIFE INSURANCE.

In describing conditions of the Lungs - technical language should be used, and but rarely such words as Weak or Strong which convey but little meaning - but if used, a description of the condition should be given in detail.

Personal Assistant
For Senior Surgeon, Mysore Govt.

To

The District Medical and Sanitary Officers
The Medical Officers in charge of Maternities
at Mysore and Bangalore.
The Medical Officer, Victoria Hospital, Bangalore.

No: 2845-52 Dated 19/20 Decr. 1910

Circular to all Hospital Assistants in Charge of Dispensaries in the Bangalore City

The Health Officer, Bangalore City proposes to give a Course of 2 or 3 lectures to the Hospl Assistants in Charge of Dispensaries in the Bangalore City They will be good enough to attend & take careful notes at such times as the Health Officer may fix.

(S.) P. V. Ramasaamiah
for Senior Surgeon

To

The Hon: S. A. Surgeon Arlepet Dispy
— do — Ganigarpet
The Senior H. A. Basavangudi
The Hospl Asstt: Chamarajpet
— do — Nallesweram
The Health Officer Bangalore City
The Sanitary Commr in Mysore
The Dy: Medl & Sany Officer Bangalore Dt.

Circulars issued during the year 1909

Office of Senior Surgeon, Mysore Govt.

No.3953-75 Dated, Bangalore, 16th January 1909.

C I R C U L A R

It has been brought to my notice that when the Midwife reports a serious case amongst her poor class patients in the bazaar the Medical Officer does not invariably see the case or take the necessary steps to have help afforded. This is a shocking state of affairs, disgraceful to all the traditions of our profession; the true instinct to heal seems dead in many members of the service. After this circular, however, there will be no excuse for a repetition of the conduct I complain of, and instance of it proved to my satisfaction will be seriously dealt with.

M.D.
Lt.Col.I.M.S.,
Senior Surgeon, Mysore Government

C.V.

To

The District Medical and Sanitary Officers, and
" Medical Officers in charge of Institutions.

Urgent

Office of Senior Surgeon, Mysore Govt.

No. 3930-52 Dated, Bangalore, 16th January 1909.

C I R C U L A R.

With reference to Government Order No.R.4709-4747 Agri.118-08-3, dated, 13th January 1909, in regard to the care of starving persons, has the honor to state that when a Medical Officer finds a starving person he is to give him food immediately in his Hospital, and at the same time place himself in communication with the Revenue Authorities so as to enable the latter to take charge of other persons in a similar condition themselves. Medical Officers and Hospital Assistants are to report immediately to this office every instance of relief thus afforded by them, with a note as to the name, residence and occupation, also how long the individual was starving, and what kind of food he had last received, &c.,

M.D.
Lt.Col.I.M.S.
Senior Surgeon, Mysore Government

C.V.

To

The Distt.Medical and Sanitary Officers, and
" Medl.Officers in ch. of Institutions.

Office of Senior Surgeon, Mysore Govt.

No.4044-~~66~~ 52 Dated, Bangalore, 18th January 1909.

CIRCULAR.

In modification of this office circular No.948-56, dated, 9/10-8-1906, has the honor to inform that, when the Hospital Assistant in charge of Local Fund Dispensary leaves his station and is likely to be away for more than 6 hours, he should see that the Compounder is supplied with 3 dozen 5 grain quinine pills for distribution to fever patients requiring quinine; the Compounder should take the name of any person so supplied, and enter the number of pills which he has disbursed to him.

C. J. Agnihotri

~~M.D.~~
~~Lt.Col.I.M.~~S.,
Senior Surgeon, Mysore Government

The District Medical and Sanitary Officers.

Office of Senior Surgeon, Mysore Govt.

No. 5/25-47 Dated, Bangalore, 28 March 1909.

CIRCULAR.

In inviting attention to this office Circular No. 5086-107, dated, 16th May 1908, has the honor to observe that the District Medical and Sanitary Officers and Medical Officers in charge of Institutions often submit their communications to this office without quoting the references to which their communication forms a reply. This procedure should be put a stop to at once.

It is hoped that, with this circular and from this date, this office will not be burdened with incomplete communications.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

No. 5277-93

Office of Senior Surgeon, Mysore Govt.,
Dated, Bangalore 13th March 09.

Circular :-

The Senior Surgeon is on the whole much gratified by the pains that the great majority of the writers have taken to get up the short course of lectures on Aseptic & Antiseptic methods in Surgery and Midwifery. If any mistake has been made it is the pardonable one of overcautiousness in one or two cases. I regret however to have to note that one of my senior men recommends Perchloride of Mercury solution for keeping knives in ready for operation; The lectures in this case were very brief and carelessly written. However as he is not a District Surgeon and his lectures will not be circulated, it matters less.

As I expected, the hardest worked officers sent in the best lectures, and I am indebted to them for this effort of theirs in helping me to keep our less fortunate brethren abreast of the times in this all important subject with which they had to deal.

Signed
Lt. Col. I. M. S.,
Senior Surgeon, Mysore Govt.

To

The District Med. & Sanry. Officers and
" Medical Officers in ch. of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 5299-32/ Dated, Bangalore, 15 March 1909.

CIRCULAR.

In drawing attention to this office Circular No. 657-80, dated, 29-7-1907, anent the grant of casual leave, has the honor to state that, under Government Order No. 8436-8/Med.136-08-2, dated, 1st March 1909, all cases of leave granted by the District Medical and Sanitary Officers and Medical Officers in charge of Institutions, to officials of and below the grade of Hospital Assistants be reported at once to the Senior Surgeon with information as to the arrangements made during the period of the leave granted by them.

2. They are also empowered to grant casual leave on their own authority for 3 days to Gazetted Officers serving under them for cases of emergency only.

3. Monthly reports of the leave granted should be submitted in the form prescribed therefor in this office circular No.4454-73, dated, 9-1-1907, within the 1st week of the month following that to which it relates.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

C.V.

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.,

No. 5524-66 Dated, Bangalore, 26th March 1909.

CIRCULAR.

It having come to the notice of the undersigned that in cases of dog bites no strenuous effort is made to ascertain the rabid condition or otherwise of the animal either before or after sending the case for treatment at the Pasteur Institute, the District Medical and Sanitary Officers & Medical Officers in charge of Institutions are hereby enjoined to spare no pains in ascertaining the condition of health of the dog and to report in detail the evidence of the dog's being mad. They should duly impress this duty on all their subordinates - Efforts to trace the dog should not be relaxed so long as there is hope of success. The Director of the Institute at Coonoor places the utmost importance on his being furnished with definite evidence as to the actual condition of the dog however late it be received. The Police can give the greatest help in the matter if they will but try.

By order,

Personal Assistant,

For Senior Surgeon, Mysore Govt.,

To

The District Medical and Sanitary Officers,

" Medical Officers in charge of Institutions, and

Other Gazetted Medical Officers.

C.V.

Office of Senior Surgeon, Mysore Govt.

No. 412-430 Dated, Bangalore, 17th April 1909.

C I R C U L A R.

In annexing in the margin, the figures given under "Pyroplasmosis" in Annual Dispensary Statistics form C in the District Hospital and in the several dispensaries under his charge in the District, for the years 1906 and 1907, has the honor to draw his attention to this office Circular No. 325-30 + 331-37 dated 6/2/09 on the subject, and to request that he will be good enough to direct the sub ordinates to go through the old records of the Dispensaries including District Hospital, for the years referred to, very minutely and give the number of cases under "Pyroplasmosis" and "All other general diseases" separately, as was done for the year 1908 in accordance with the Circular under reference. The disease "Pyroplasmosis" should be diagnosed well and only the actual cases of such disease should be separated and shown. The figures now to be given separately under "Pyroplasmosis" and "All other general diseases" should tally with the figures annexed in the margin. The District Medical and Sanitary Officer is requested to check the figures given under "Pyroplasmosis" and satisfy himself that

Vide annual return file for 1906.

that there were so many cases as shown by the subordinates and record a certificate to that effect in each statement before forwarding them to this office. The matter is to be considered as an "immediate one" and special & careful attention should be paid to furnish the particulars called for with the least possible delay, i.e., within a fortnight from the date of receipt of this circular.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.

C.V.

To

The Distt.Medl.& Sany.Officers, and

The Medl.Officers in ch. of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 6240-62 Dated, Bangalore, 1 ~~April~~ May 1909.

CIRCULAR

The young son of a Hospital Assistant now deceased has been awarded a scholarship by His Highness' Government in recognition of the splendid service rendered by his father for several years during the time the epidemic of plague was at its worst in Mysore. The Senior Surgeon hopes that if stimulus is required the gracious act of His Highness' Government will supply it to one and all of us, and that we shall spare no effort to serve well, a Government that shows in such tangible form its keen appreciation of duty well done.

By order,

Personal Assistant,

C.V. For Senior Surgeon, Mysore Govt.,

To

The Distt.Medl.& Sany.Officers and Medical Officers in charge of Institutions for information and communication to the Officers and Subordinates serving under them.

Office of Senior Surgeon, Mysore Govt.

No. 6544-60 Dated, Bangalore, 17th May 1909.

C I R C U L A R.-

In continuation of this office No. 242-58, dated, 14-7-1904, it is notified that in case a Hospital Assistant who is about to complete his 2 years tour in a malnad station, expresses a desire to be allowed to remain for a period of 5 years (same as in Madras) his wish will be complied with.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

C.V.

To

The District Medical and Sanitary Officers,
" Medical Officer, Victoria Hospital, Bangalore,
" Medical Officer, Lunatic Asylum, Bangalore,
" Senior Surgeon, Medical Stores, Bangalore,
" Maternity Hospitals
" Government Oculist and
" Chemical Examiner, Bangalore.

Office of Senior Surgeon, Mysore Govt.

No. 6755-76 Dated, Bangalore, 28th May 1909.

CIRCULAR

It having been brought to the notice of the Senior Surgeon, that physical fitness certificates for public service, granted by the Hospital Assistants serving in Mysore, to postmen and village postmen of the Imperial Service, are accepted, the District Medical and Sanitary Officer is requested to issue necessary instructions to all the Hospital Assistants serving under him / in his District for the grant of such certificates when applied for by the Imperial Postal Department.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

C.V.

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

ADDENDUM TO CIRCULAR NO. 6544 - 60, dated, 17-5-1909.

No. 6777-93 28/5/09

Substitute the following words "same as in maidan" for the words "same as in Madras" in the above circular and cause the necessary correction to be made at once.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

The District Medical and Sanitary Officers
The Medical Officer, Victoria Hospital, Bangalore,
The Medical Officer, Lunatic Asylum, Bangalore,
The Senior Surgeon, Medical Stores, Bangalore.
The Maternity Hospitals,
The Government Oculist,
The Chemical Examiner, Bangalore, and
The Medical Officer, Central Jail, Bangalore.

Office of Senior Surgeon, Mysore Govt.

No. 6822-33 Dated, Bangalore, 21st May 1909.

C I R C U L A R. :-

It has been brought to my notice that Lady Medical Officers are very irregular in attendance at their Hospitals, coming at about any hour in the morning. This habit must be stopped. 7-30 in summer and 8 in the winter months are the latest hours permissible. No excuse of private or other patients to be attended to will be taken, unless it can be shown to be a matter of life and death, nor will the excuse " that patients wont turn up so early " be taken. If patients are not there, there is always other work to attend to, books, wards, &c., &c., My own experience is that if the patients find the Medical Officer is punctual they will be so too. I hope, therefore, to hear no more of this slack work.

M.D.
Lt.Col.I.M.S.,
Senior Surgeon, Mysore Government

C.V.

To.

The Lady Medical Officer,

Thro"

The

Office of Senior Surgeon, Mysore Govt.,

No. 7073-95 Dated, Bangalore, 12th June 1909.

CIRCULAR:-

In drawing attention to the circulars noted in the margin, anent taking a concise report of in-patient, the District Medical and Sanitary Officers and Medical Officers in charge of Institutions are requested to instruct the Hospital Assistants serving under them to keep such notes of all in-patients treated in Local Fund Dispensaries and add another book to the list to be maintained, to be called "NOTES ON IN-PATIENTS".

No. 278-284, dated, 20-7-00.)
" 5691-713, " 23-6-08.)

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

C.V.

To

The District Medical and Sanitary Officers, and
The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 7180-52 Dated, Bangalore, 12th June 1900.
14

C I R C U L A R.

In diagnosing cases the Hospital Assistants will conform and adhere to the NOMENCLATURE OF DISEASES. Recently the Senior Surgeon in his tour of inspection came across a Dispensary where this was not carried out - An ulcer was returned as an ulcer and no mention was made as to its cause. A specific ulcer should be entered under its cause and not merely as a local lesion as required by the NOMENCLATURE OF DISEASES.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

C.V.

To

The Distt.Medl.& Sany.Officers, and
The Medical Officers in ch. of Institutions.

Office of Senior Surgeon, Mysore Govt.,

No. 7153-75 Dated, Bangalore, 12th/14 June 1909.

CIRCULAR.

The attention of the District Medical & Sanitary Officers and Medical Officers in charge of Institutions are again drawn to para 2 of this office Circular No.2647-71, dated, 19-11-1908, anent filing circulars in the order of their receipt. The Senior Surgeon has recently visited a Local Fund Dispensary and found no index was being kept. He now desires that index should be kept for all the circulars filed in the Hospitals and the Local Fund & Municipal Dispensaries in the State.

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt

To

The Distt.Medl.& Sany.Officers, and
The Medical Officers in ch. of Institutions.

Office of Senior Surgeon, Mysore Govt.

No. 497-519 Dated, Bangalore, 29th July 1909.

CIRCULAR

Has the honor to forward herewith for information a copy of letter No.952-6 dated 5th June 1909 from the Addl Deputy Secretary to the Government of India (received with Memo No. 445 dated 21-7-1909 from the Sanitary Commissioner to the Government of Mysore) regarding intimation of cases of SLEEPING SICKNESS and to request that he will be so good as to report promptly to the Sanitary Commissioner with the Government of India any case of SLEEPING SICKNESS which may come to his notice, forwarding at the same time a copy thereof to this office for information. Copy of Government of India letter on the subject enclosed should be pasted on cardboard and suspended in a conspicuous place in his office.

By order,

Personal Assistant,

For Senior Surgeon, Mysore Govt.,

C.V.

To

The Distt.Medl.& Sany.Officers, and

The Medical Officers in charge of Institutions.

Letter No. 952-6 dated the 5th June 09 from the Addl Deputy Secretary to the Government of India to the Government of United Provinces, Sanitation Department, the Punjab Home (Medical and Sanitary) Department, the Central Provinces, North West Frontier Province and Coorg.

I am directed to say that, in view of the danger of SLEEPING SICKNESS being imported into India by infected persons arriving from Uganda and other parts of Africa where the disease is prevalent, the Government of India have recently authorised the maritime Local Governments to make rules under the Indian Ports Act for the isolation & treatment of persons suffering or suspected to be suffering from SLEEPING SICKNESS who may land at Indian Port and have requested them to arrange that all cases of SLEEPING SICKNESS shall be reported to the Sanitary Commissioner to the Government of India. It is possible, hoever, as this disease takes a long time to develop that cases may be not be diagnosed until the patients have reached provinces in the interior of the country. I am accordingly to request that (with the permission of the Lieutenant Governor) the local authorities may be instructed to report promptly to the Sanitary Commissioner with the Government of India any case of SLEEPING SICKNESS which may come to their notice.

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Mysore Resident's Office

No. 4301 Dated, Bangalore, the 28-6-09

Copy of the above letter is forwarded for the information of the Government of His Highness the Maharaja of Mysore.

Sd/ T. Copeland
First Asstt to the Hon'ble the
Resident in Mysore.

" C O P Y "

By order,

Personal Assistant,
For Senior Surgeon, Mysore Govt.,

93

1183-95

Office of Senior Surgeon, Mysore Government

No. ~~1183-95~~ Dated, Bangalore, 2nd September August-'09.

1133-41 By 28-8-09

C i r c u l a r.

-oOo-

This we have sent to D.M & S.O.s

In the Confidential Reports the Column regarding " Attainments and progress in professional acquirements -- &c., " is usually filled in without any real investigation at all. It is not to be filled in in future unless the District Medical Officer has not had an oppurtunity of exa -mining the Hospital Assistant orally on various Medical and Sanitary matters. If there has been no such oppurtunity the District Medical Officer will say so in this column.

2. District Medical Officer when inspecting dispensaries should spend at least half an hour running through the various books sent to dispensaries from time to time for the use of the Hospital Assistants and make sure that they are carefully read and remembered by the Hospital -- Assistants. Only recently I inspected a dispensary & the Hospital Assistant was candid enough to say he had never read a single one of these books - and the uncut leaves confirmed his statement. Yet this man a 1st Class Hospital Assistant in the very depth of ignorance is reported to have been taking steps to keep up his knowledge !

By Order,

Personal Assistant,
for Senior Surgeon, Mysore Government

T.R.E

To

The District Medical and Sanitary Officers
" Medical Officers in charge of Institutions.

No: 1801-903

Office of Senior Surgeon, Mysore Gov.
Dt 12th 14th October 1909.

Circular

An Hospital Assistant having refused to examine a case of injury sent by the Police, has been punished with stopping half of the charge allowance for a month. The District Medical and Sanitary Officer is requested to warn the Medical Officers and Subordinates in charge of Local Fund and Municipal Dispensaries in his District to be careful in the matter in future.

"By Order"

Personal Assistant
for Senior Surgeon, Mysore (pro)

To

The Dist. Med. and Sanit. Officers, and
The Medical Officers in charge of Institutions
for information and communication
to the Med. Officers & Subordinates serving
under them.

Office of Senior Surgeon, Mysore Government

No. 2406-28 Dated, Bangalore, 19 Novr., 09.

C i r c u l a r.
--oOo--

In drawing attention to para 2 of this Office Circular No.1183-95, dated, 2nd September 1909, anent -- reading the books sent to dispensaries from time to time by the Medical Subordinates in charge of Municipal & Local Fund Dispensaries in the District, the District Medical & Sanitary Officers and Medical Officers in charge of Insti -tutions are requested to instruct the Subordinates to -- take careful notes as they read each time and send them to the Senior Surgeon for inspection.

X Flag R

2. It is not creditable to the District Surgeon who has allowed the Hospital Assistants in his District to neg -lect this all important means of keeping up their knowledge and the Senior Surgeon hopes he shall not have to refer to it again.

By Order,

(Sd) S. V. Ramaswamiayangar

Personal Assistant,
for Senior Surgeon, Mysore Govt.,

T.R.E

To

The District Medical & Sanitary Officers

The Medical Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Government

No. 2429. 51 Dated, Bangalore, 18 Novr., 09.

C i r c u l a r.
--oOo--

In drawing attention to the Circulars noted in the margin, anent taking notes of In-patients, the District Medical and Sanitary Officers and Medical Officers in -- charge of Institutions are requested to instruct the Subor -dinates serving under them, that unless such notes are kept by them, they would have to pay for the up keep of the patients themselves. The circulars on the subject -- should be carefully recorded in each Dispensary in the District.

Margin

No.278-284 dated 20-7-00
No.5691-713 dated23-6-08
No.7073-95 dated 12-6-09.

By Order,

(Sd) G. V. Ramaswamy

Personal Assistant,
for Senior Surgn, Mysore Govt.,

T.R.E

To

The District Medical and Sanitary Officers
The Medl. Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Government

No. 2452-74 Dated, Bangalore, 18th Novr., '09.

19

C i r c u l a r.

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An instance having been brought to the notice of Senior Surgeon, that a Medical certificate has been grant -ed by a Doing Duty Officer to an official in the Postal Department without requisition from his Official Superior the District Medical and Sanitary Officers and Medical -- Officers in charge of Institutions are requested to ins - truct the Medical Officers serving under themthat the grant of such certificates is contrary to orders. If the certi -ficate is issued as a private document, the Medical offi- cer should not attach his official designation to his sig- nature. If he does it in an official capacity he is out-- of order as a Doing Duty Officer can never sign officially and no officer can give a certificate without the requisi -tion of the man's Official Superior.

By Order,

Personal Assistant
for Senior Surgn, Mysore Govt

T.R.E

To

The District Medical and Sanitary Officers
The Medical Officer in charge of Institutions.

Office of Senior Surgeon, Mysore Government 98

No. 2507-29 Dated, Bangalore, 17 Novr., 09.

C i r c u l a r
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It is observed that while forwarding the copies of inspection notes of the undersigned to this office the explanations of the officers concerned on the short comings noted by the Senior Surgeon are not furnished.

The undersigned requests that the necessary explanations may be furnished in forwarding the inspection notes in future.

By Order,

T.R.E

Personal Assistant,
for Senior Surgeon, Mysore Government

To

The District Medical Officers
" Medl. Officers in charge of Institutions.

Office of Senior Surgeon, Mysore Government

No. 2817-25 Dated, Bangalore, 10 Decr., 1909.

Circular.

--oOo--

In drawing his attention to this Office Circular No.1517-24 dated the 16th September 1904 regarding the ins-pection of Dispensaries, has the honor to observe, that this important portion of the District Medical and Sanitary Officer's duty is either neglected in some cases or is -- taken up at the close of the year and some of the District Medical and Sanitary Officers postpone visiting them to the last day of the year and in consequence leave some un-visited at the end of the year for want of time.

The Senior Surgeon is so much dis-satisfied with the present mode of inspecting the dispensaries, that he wishes once more to impress on the minds of all the District Medical and Sanitary Officers that he will take no excuse for the omission of this important duty.

The Inspection report on a dispensary must be -- submitted to this office within seven days after such inspection. There can be no misunderstanding of this Office Circular No.1517-24 dated 16-9-04, and the neglect of District Medical Officer to observe it is regarded as an act of disobedience that will be noted.

By Order,

Personal Assistant,
for Senior Surgeon, Mysore Government

T.R.E.

To

The District Medical & Sanitary Officers

100

Office of Senior Surgeon, Mysore Government

No. 2867-19 Dated, Bangalore, 13-12-1909.

2967

C i r c u l a r.

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It is noted with much dis-satisfaction that, in spite of the marginally noted circulars issued from this office regarding the timely submission of various reports and returns, certain Medical Officers seem to have taken no heed of them and are pursuing their old course in sub-mitting them (reports & returns) a long time after the due dates. In some cases the District Medical and Sanitary Officers send the returns in piece meal which is -- improper.

No.30-44 dated 2-8-07 (Abstract & Labour case statements)
No.497-520 dated 30-8-08 (Monthly return of Medl. Officers &c.,)
No.146-170/Stl. dated 8-9-08 (Annual Returns)
No.2145-69 dated 29-10-08 (List of periodicals to be submitted)

It is, therefore, deemed desirable to impress on the minds of Medical Officers once again that any devia-tion in future from strictly adhering to the rules laid down in the circulars named above will be regarded as an act of disobedience which will be noted.

By Order,

Personal Assistant
for Senior Surgn, Mysore Govt.,

T.R.E.

To

The District Medical and Sanitary Officers and
The Medical Officers in charge of Institutions.